Digitized by the Internet Archive
in 2023 with funding from
Allen County Public Library Genealogy Center

https://archive.org/details/officialrecordso1991alle

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 25, 1991)
)
A RESOLUTION TO APPROVE THE LIBRARY)
BUDGET ESTIMATE FOR THE BOND AND) No. 1991-20
INTEREST REDEMPTION FUND FOR THE)
CALENDAR YEAR ENDING DECEMBER 31, 1992)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1992 as contained in the following Library Budget Form No. 1 and aggregating $1,034,318 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 25th day of July, 1991.

Adopted this 25th day of July, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims January 10, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $2,096,774.76 on January 10, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	12/31/90-1/11/91 (#2928-2933)		$1,774,332.50
Payroll			
01/04/91	gross $178,891.75	net	128,027.71
01/04/91	Payroll taxes (electronic transfer)		53,830.17
Accounts Payable Check Batches:	(see "Vendor Check History" for detail of total)		
Dated 01/04/91			3,424.35
Dated 01/10/91			137,160.03
Less VOIDS:			0.00
Accounts Payable Check Batches Subtotal:			$140,584.38
Grand Total		$	$2,096,774.76

Mrs. Koehlinger, Mrs. Riley, Mrs. Gates, Mr. Andorfer, Mr. Carmean, Mr. McMahan, and Mr. Coleman approved and signed the register of claims as presented by the director.

Secretary Pro Tempore

OFFICIAL MINUTES OF
THE ALLEN COUNTY, PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims January 10, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $4,[illegible],774.75 on January 10, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and incurred by appropriate documentation in the base of this Memorandum, and follows:

Summary of Claims:

Annual vouchers 12/01/90-12/31/91 (e.g.,[illegible]-2911) $1,774,[illegible].00

Payroll:
01/04/91 Gross $199,[illegible].75 Net [illegible].75
01/04/91 Payroll taxes (electronic transfer) $4,830.17

Accounts Payable Check Entries:
(see "Vendor Check History" for details of total)

Total 01/04/91: $[illegible].13
Total 01/13/91: $[illegible].01

Less VOIDS: 0.00

Accounts Payable Check Entries Subtotal: $[illegible].14

Grand Total $4,[illegible].76

Mrs. Kooblingar, Mrs. Kilty, Mrs. Gates, Mr. Schaefer, Ms. Coleman, Mr. Mckahon, and Mr. Coleman approved and signed the registers of claims as presented by the director.

Secretary pro tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF FINANCE

Meeting of January 10, 1991

The Board of Finance of the Allen County Public Library met on Thursday, January 10, 1991, at 4:00 p.m. in Room 4 of the main library, for the purpose of electing officers. Those present were Mrs. Gates, Mr. Carmean, Mr. McMahan, Mrs. Koehlinger, Mr. Coleman, Mrs. Riley and Mr. Andorfer. Mr. McMahan was nominated for president and Mrs. Riley was nominated for secretary. There being no other nominations, Mr. McMahan and Mrs. Riley were unanimously elected president and secretary, respectively.

The secretary was then directed to send notices to each eligible financial institution with a principal office or branch in Allen County, inviting proposals for the deposit of library funds. February 7, 1991, at 4:00 p.m. was established as the date and time for the next meeting of the Board of Finance, at which time proposals will be opened and considered, and depositories designated for the next two years.

There being no further business, the meeting adjourned at 4:05 p.m.

Dean McMahan
President

Karen E. Coleman
Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 24, 1991
3:00 p.m. - Room 4, Main Library

REVISED

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of December 27, 1990, and meeting for approval of claims of January 10, 1991; meeting of Board of Finance of January 10, 1991.

4. Resolution No. 1991-1, "Resolution Commending Jack M. Carmean for Distinguished Service as President of the Board of Library Trustees, Allen County Public Library."

5. Financial report for December, 1990.

6. Approval of claims.

7. Report of director.

8. Committee reports.

9. Personnel.

10. Appointment of committees for 1991.

11. Resolution No. 1991-2, "Resolution to Transfer Funds Temporarily from the Library Improvement Reserve Fund and the Bond and Interest Redemption Fund to the Operating Fund."

12. Report on health and dental insurance program.

13. Other business.

    a. Resolution No. 1991-3, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $27,801 to Perform Services as a Subregional Library for the Blind and Physically Handicapped."

    b. Resolution No. 1991-4, "Resolution to Carry Forward Certain Encumbrances to 1991."

c. Resolution No. 1991-5, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations."

d. Report on television equipment bids.

e. Appointment of Mr. Carmean to Board of Directors of Friends of the Allen County Public Library.

f. Board meeting dates in 1991.

14. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of January 24, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January 24, 1991, at 3:00 p.m. in Room 4 of the main library. Those present were Mr. McMahan presiding, Mrs. Koehlinger, Mr. Andorfer, Mr. Coleman, Mr. Carmean and Mrs. Gates. Absent: Mrs. Riley.

On motion of Mr. Carmean the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of December 27, 1990, and the minutes of the approval of claims of January 10, 1991, were approved.

RESOLUTION COMMENDING MR. CARMEAN

Mr. Coleman moved the adoption of Resolution No. 1991-1, "Resolution Commending Jack M. Carmean for Distinguished Service as President of the Board of Library Trustees, Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for December, 1990 as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer, the claims were approved for payment.

Manual checks: 1/12/91 to 1/24/91			$ 0.00
Payroll			
01/18/91	gross 179,151.32	net	128,376.02
11/18/91	Payroll taxes (electronic transfer)		54,013.80

Accounts Payable Check Batches		
	(See "Vendor Check History" for detail of total)	
Dated 01/18/91		36,460.16
01/25/91		287,112.38
Less VOIDS: dated 1/15/91 (#38012 & 38175)		(74.49)
Accounts Payable Check Batches Subtotal:		$323,498.05
Grand Total		$505,887.87

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on library service statistics for the month of December and for the year to date.

Mr. Krull reported on a number of legislative issues of concern for libraries in the current session of the Indiana General Assembly.

A test database is currently being indexed by the library's computer system as a means of checking parameters established for the online public access catalog. After reviewing the test database, staff will make any necessary modifications and then indexing of the full database will begin. Indexing is necessary in order to make the library's holdings searchable through CL-CAT, the current generation online public access catalog of the CLSI automation system. When CL-CAT is fully operational, library patrons will be able to search the collection of the entire library system from public access terminals located throughout the main library and all branches.

The Foellinger Foundation has awarded a $10,000 grant to the ACPL Foundation to complete the Zollner Pistons history project. The grant matches a $10,000 grant from the Zollner Foundation received previously.

The library staff will work closely throughout 1991 with the board's Long Range Planning Committee to prepare a long range plan for the library system. Within the staff a steering committee will be established to organize and oversee the planning process, which will seek to involve the whole staff in evaluating the library and setting directions for the future.

PERSONNEL

On motion of Mr. Andorfer the following personnel actions were approved:

Appointments:

Sally Ade	Security Officer Security Services	#523	$12,974.52

Lori Woods	Security Officer Security Services	#523	$12,974.52
Keith Smith	Security Officer Security Services	#523	$12,730.12
Cathy Baker	Security Officer Security Services	#523	$12,220.00

APPOINTMENT OF COMMITTEES FOR 1991

Mr. McMahan made the following appointments to board committees for 1991:

COMPENSATION & PERSONNEL
Mr. Carmean, Chairman
Mrs. Gates
Mr. Andorfer

FINANCE & INSURANCE
Mrs. Riley, Chairman
Mrs. Koehlinger
Mr. Coleman

FACILITIES & BRANCH DEVELOPMENT
Mrs. Koehlinger, Chairman
Mrs. Riley
Mr. Coleman

AUTOMATION
Mrs. Gates, Chairman
Mr. Carmean
Mrs. Riley

LONG RANGE PLANNING
Mr. Andorfer, Chairman
Mr. Carmean
Mr. Coleman

TRANSFER OF FUNDS

Mr. Carmean moved the adoption of Resolution No. 1991-2, "Resolution to Transfer Funds Temporarily from the Library Improvement Reserve Fund and the Bond and Interest Redemption Fund to the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

STATE LIBRARY CONTRACT - SUBREGIONAL LIBRARY FOR THE BLIND & PHYSICALLY HANDICAPPED

Mr. Carmean moved the adoption of Resolution No. 1991-3, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $27,801 to Perform Services as a Subregional Library for the Blind and Physically Handicapped." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

CARRYOVER ENCUMBRANCES

Mr. Carmean moved the adoption of Resolution No. 1991-4, "Resolution to Carry Forward Certain Encumbrances to 1991." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Mr. Carmean moved the adoption of Resolution No. 1991-5, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON TELEVISION EQUIPMENT BIDS

The following bids were received in response to specifications prepared and issued by the Television Services Department:

	BASE BID
B&J Video Systems	$16,324.00
Midwest Communications	16,806.40
Cruse Communications	17,229.75
Duncan Video	19,958.00

A number of alternates were also specified. Bids were carefully evaluated by Rick Hayes and the Television Services staff. The low bidder on the base bid and desired alternates was B&J Video Systems. Mr. Hayes recommended that the bid of B&J Video Systems, totalling $26,651.00 for base bid and alternates, be accepted.

Mr. Andorfer moved "that the recommendation of the staff be accepted and the contract for purchase of the specified equipment be awarded to B&J Video Systems in the amount of $26,651.00." The motion carried.

APPOINTMENT OF MR. CARMEAN TO FRIENDS BOARD

On motion of Mr. Coleman, Mr. Carmean was appointed to the Board of Directors of the Friends of the Allen County (Indiana) Public Library, Inc. for a term expiring in December, 1993.

BOARD MEETING DATES - 1991

The board agreed on the following schedule of regular meeting dates for 1991:

Thursday, January 24, 1991
Thursday, February 28, 1991
Thursday, March 28, 1991
Thursday, April 25, 1991
Thursday, May 23, 1991
Thursday, June 27, 1991
Thursday, July 25, 1991
Thursday, August 22, 1991
Thursday, September 26, 1991
Thursday, October 24, 1991
Thursday, November 26, 1991
Monday, December 30, 1991

The location of board meetings will be determined later. The board asked the director to prepare a proposed schedule of locations to include library branches.

REVIEW OF POLICY REGARDING LOAN LIMITS FOR NEW BORROWERS

In response to a complaint from a patron, the board agreed to review the section of the circulation policy relating to loan limits for newly registered borrowers. Mr. McMahan referred this matter to the Long Range Planning Committee for their review and recommendation.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:10 p.m.

Dean McMahan
President

Secretary Pro Tempore

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT DECEMBER 31, 1990

	GOVERNMENTAL FUND TYPES							FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS							
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	DECEMBER 31 1990	DECEMBER 31 1989
ASSETS												
CASH ON DEPOSIT	301,413-	14,875	0	705,755	35,190	263,435	91,058	0			1,411,727	2,322,237
CASH ON HAND	2,931										2,931	3,198
CASH WITH FISCAL AGENT				220							220	220
INVESTMENTS AT COST	1,100,000					0	0				1,100,000	2,000,000
TAXES DUE FROM COUNTY GOVERNMENT	58,588			25,181							83,769	971,092
ACCRUED INTEREST	0					0	0				0	1,556
DUE FROM OTHER GOVERNMENTS	69,524			0							69,524	0
DUE FROM OTHER FUNDS	0			0	0						0	0
ACCOUNTS RECEIVABLE	12,000										12,000	12,000
FIXED ASSETS:											0	0
LAND									1,677,900		1,677,900	1,427,900
BUILDINGS									14,662,331		14,662,331	7,782,545
FURNITURE AND EQUIPMENT									8,427,610		8,427,610	7,557,396
AVAILABLE IN DEBT SERVICE FUND										705,755	705,755	397,255
AMT TO BE PROVIDED--RET OF DEBT.										10,324,245	10,324,245	3,092,745
AMT TO BE PROVIDED--VAC PAY LIAB										251,000	251,000	230,000
TOTAL ASSETS	1,544,456	14,875	0	731,156	35,190	263,435	91,058	0	24,767,841	11,281,000	38,729,012	25,798,144
LIABILITIES & FUND EQUITY												
LIABILITIES:												
ACCOUNTS PAYABLE	76,350	103	0			78,003	11,725				166,180	391,172
TEMPORARY LOANS/FINANCING	0										0	0
ACCRUED WAGES & BENEFITS	254,528									251,000	505,528	441,437
UNREMITTED WITHHOLDINGS	26,755										26,755	22,060
DEPOSITS PAYABLE(Record & Other)	0										0	0
DUE TO OTHER FUNDS	0										0	0
LEASES PAYABLE	0									0	0	0
MATURED BONDS PAYABLE	0										0	0
MATURED INTEREST PAYABLE	0			220							220	220
G O BONDS & CAP LEASES PAYABLE	0									11,030,000	11,030,000	3,490,000
TOTAL LIABILITIES	357,634	103	0	220	0	78,003	11,725	0	0	11,281,000	11,728,684	4,344,889
FUND EQUITY:												
INVESTMENT IN FIXED ASSETS									24,767,841		24,767,841	16,767,841
FUND BALANCES:											0	
RESERVED FOR ENCUMBRANCES	169,782	100	0	0	0	113,498	99,746	0	0	0	383,126	1,764,774
RESERVED FOR PREPAID ITEMS.											0	0
RESTRICTED-SPECIAL REVENUE.		14,672	0								14,672	72
DESIGNATED FOR DEBT SERVICE				730,936		0					730,936	397,255
UNRESERVED	1,017,041		0		35,190	71,934	(20,413)	0			1,103,752	2,523,313
TOTAL FUND EQUITY	1,186,823	14,772	0	730,936	35,190	185,433	79,333	0	24,767,841	0	27,000,328	21,453,255
TOTAL LIABILITIES & FUND EQUITY	1,544,456	14,875	0	731,156	35,190	263,435	91,058	0	24,767,841	11,281,000	38,729,012	25,798,144

MODIFIED ACCRUAL
UNAUDITED
DECEMBER 90
COMR9012

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED DECEMBER 31, 1990

	GOVERNMENTAL FUND TYPES							FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS					
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	EXPENDABLE TRUST	YEAR-TO-DATE DEC 31, 1990	YEAR-TO-DATE DEC 31, 1989
REVENUES:										
AUTO EXCISE TAX	1,102,988.26			151,494.78					1,254,483.04	1,341,129
REAL PROPERTY TAX LEVY	6,318,115.21			867,789.32					7,185,904.53	6,781,575
INTANGIBLES TAX & COIT	352,164.53			260,244.60					612,409.13	115,229
USER FEES	263,166.22								263,166.22	251,071
INTERGOVERNMENTAL REVENUE	195,688.28		39,157.00						234,845.28	156,744
PARKING FEES	169,092.98								169,092.98	158,672
GIFTS & DONATIONS	138.33	17,979.62							18,117.95	10,681
INTEREST	73,617.47					63,425.32	62,773.74	0.00	199,816.53	254,484
OTHER REVENUES & PROCEEDS	53,335.83			0.00			0.00		53,335.83	49,075
TOTAL REVENUES	8,528,307.11	17,979.62	39,157.00	1,279,528.70	0.00	63,425.32	62,773.74	0.00	9,991,171.49	9,118,661
EXPENDITURES--CURRENT:										
COMPENSATION & BENEFITS	5,029,548.99	0.00	19,864.73						5,049,413.72	4,364,764
SUPPLIES	355,934.12	4,134.26	0.00			39,282.02			399,350.40	311,735
PROFESSIONAL SERVICES	191,795.86	1,287.02	0.00			439,169.25	20,069.73		652,321.86	502,871
COMMUNICATION & TRANSPORTATION	227,054.11		215.00			78.75			227,347.86	186,316
INSURANCE	112,579.00								112,579.00	94,389
UTILITY SERVICES	457,163.04								457,163.04	428,474
REPAIRS & MAINTENANCE	297,166.92					0.00			297,166.92	300,492
LEASING & MISCELLANEOUS SERVICES	207,829.81	0.00	0.00			0.00			207,829.81	365,452
EXPENDITURES--CAPITAL OUTLAY:										
GENERAL FIXED ASSETS	273,362.20	1,687.07	0.00			460,720.35	1,295,827.36		2,031,596.98	1,637,589
LIBRARY MATERIALS	1,644,095.88	1,769.86	20,382.00			1,626.83	391,981.61	3,624.52	2,063,480.70	1,387,908
EXPENDITURES--DEBT SERVICE:										
CAPITAL LEASE PAYMENTS				254,233.17					254,233.17	0
PRINCIPAL RETIREMENT				460,000.00					460,000.00	435,000
INTEREST CHARGES				231,614.38					231,614.38	253,143
TOTAL EXPENDITURES	8,796,529.93	8,878.21	40,461.73	945,847.55	0.00	940,877.20	1,707,878.70	3,624.52	12,444,097.84	10,268,132
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(268,222.82)	9,101.41	(1,304.73)	333,681.15	0.00	(877,451.88)	(1,645,104.96)	(3,624.52)	(2,452,926.35)	(1,149,471)
OTHER FINANCING SOURCES (USES):										
PROCEEDS OF DEBT ISSUES									0.00	2,988,490
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00		0.00	75,480
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00		0.00	(75,480)
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,988,490
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(268,222.82)	9,101.41	(1,304.73)	333,681.15	0.00	(877,451.88)	(1,645,104.96)	(3,624.52)	(2,452,926.35)	1,839,019
FUND BALANCES-JANUARY 1,	1,455,045.46	5,670.80	1,304.73	397,254.71	35,189.99	1,062,884.45	1,724,438.15	3,624.52	4,685,412.81	2,846,395
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00		0.00	0
FUND BALANCES-Dec 31 '90	1,186,822.64	14,772.21	(0.00)	730,935.86	35,189.99	185,432.57	79,333.19	0.00	2,232,486.46	4,685,414

December(to-date) 1990 unaudited
ER-12REVI90

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1990

22-Jan-91
10:19 AM

GL#	CATEGORY	1990 APPROPRIATION SBTC APPROV	1990 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1989	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/89 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,038,056	1,038,056		1038056	1,239,646.37		136,658.11		1,102,988.26				(64,932.26)	
5102	REAL PROPERTY TAX LEVY	6,423,561	6,430,847		6430847	7,018,578.56		700,463.35		6,318,115.21				112,731.79	
5103	INTANGIBLES TAX	71,155	71,155		71155	114,116.43		46,288.24	33,913.20	101,741.39				(30,586.39)	
5104	COUNTY INCOME TAX	246,270	246,270		246270	225,747.95			24,675.19	250,423.14				(4,153.14)	
	TOTAL LOCAL TAX REVENUES	7,779,042	7,786,328	0.00	7786328	8,598,089.31		883,409.70	58,588.39	7,773,268.00				13,060.00	
5201	PHOTOCOPYING FEES	112,000	112,000		112000	122,051.53				122,051.53				(10,051.53)	
5202	EXTENDED USE FEES	114,000	114,000		114000	140,102.85		0.00	0.00	140,102.85				(26,102.85)	
5203	FAX FEES				0	1,011.84				1,011.84				(1,011.84)	
	TOTAL USER FEES	226,000	226,000	0.00	226000	263,166.22	0.00	0.00	0.00	263,166.22				(37,166.22)	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	49,108	49,108		49108	61,984.76				61,984.76				(12,876.76)	
5303	CITY OPERATING GRANTS	0	131,807		131806.5	64,179.60		0.00	69,523.92	133,703.52				(1,896.98)	
	TOTAL GRANTS	49,108	180,915	0.00	180914.5	126,164.36		0.00	69,523.92	195,688.28				(14,773.74)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	76,471.50				76,471.50				(76,471.50)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	76,800.00				76,800.00				(76,800.00)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	14,621.48				14,621.48				(14,621.48)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	1,200.00		12,000.00	12,000.00	1,200.00				148,800.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	169,092.98		12,000.00	12,000.00	169,092.98				(19,092.98)	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	100.00				100.00				(100.00)	
5601	UNRESTRICTED GIFTS & DONATIONS	0	0		0	138.33				138.33				(138.33)	
5632	LINCOLN LIFE B.A.S.E.					5,683.01				5,683.01				(5,683.01)	
5650	INTEREST	30,000	30,000		30000	73,617.47			0.00	73,617.47				(43,617.47)	
5701	ACPL PUBLICATIONS	0	0		0	276.05			0.00	276.05				(276.05)	
5702	RESEARCH SERVICES	7,000	7,000		7000	19,281.99				19,281.99				(12,281.99)	
5703	LOST/DAMAGED LIBRARY MATERIALS	9,000	9,000		9000	12,069.80			(122.12)	11,947.68				(2,947.68)	
5704	REFUNDS/DISCOUNTS EARNED	500	500		500	3,503.85				3,503.85				(3,003.85)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	5,844.21				5,844.21				(5,844.21)	
5706	OTHER REVENUES	2,500	2,500		2500	6,699.04				6,699.04				(4,199.04)	
	TOTAL MISCELLANEOUS REVENUES	19,000	19,000	0.00	19000	47,674.94		0.00	(122.12)	47,552.82				(28,552.82)	
	TOTAL REVENUES	8,253,150	8,392,243	0.00	8392243	9,283,726.62	0.00	895,409.70	139,990.19	8,528,307.11				(136,064.57)	

December(to-date) 1990 unaudited
ER-12REVI90

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1990

22-Jan-91
10:19 AM

GL#	CATEGORY	1990 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1989	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/89 (+)	ACCRUAL @ 12/31/90 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,250,000	3,329,000		3329000	2,826,836.48	15.00%	134,697.00	158,564.57	2,850,704.05	14.37%		2,850,704.05	478,295.95	14.37%
1102	SALARIED OVERTIME	0	0		0	9,314.75	ERR			9,314.75	ERR		9,314.75	(9,314.75)	ERR
1103	SALARIED VACATION	0	0		0	228,340.25	ERR			228,340.25	ERR		228,340.25	(228,340.25)	ERR
1104	SALARIED SICK PAY	0	0		0	89,979.97	ERR			89,979.97	ERR		89,979.97	(89,979.97)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	4,419.60	ERR			4,419.60	ERR		4,419.60	(4,419.60)	ERR
1106	SALARIED HOLIDAY	0	0		0	76,611.72	ERR			76,611.72	ERR		76,611.72	(76,611.72)	ERR
1107	SALARIED JURY DUTY	0	0		0	314.41	ERR			314.41	ERR		314.41	(314.41)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	4,554.98	ERR			4,554.98	ERR		4,554.98	(4,554.98)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	42,185.71	ERR			42,185.71	ERR		42,185.71	(42,185.71)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	18,095.04	ERR			18,095.04	ERR		18,095.04	(18,095.04)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	3,600.78				3,600.78			3,600.78	(3,600.78)	ERR
	TOTAL SALARIES	3,250,000	3,329,000	0.00	3329000	3,304,253.69	0.74%	134,697.00	158,564.57	3,328,121.26	0.03%	0.00	3,328,121.26	878.74	0.03%
1201	HOURLY TIME WORKED	916,000	852,000		852000	776,952.23	8.81%	30,171.00	39,641.14	786,422.37	7.70%		786,422.37	65,577.63	7.70%
1202	HOURLY OVERTIME	0	0		0	4,769.12	ERR			4,769.12	ERR		4,769.12	(4,769.12)	ERR
1203	HOURLY VACATION	0	0		0	35,091.21	ERR			35,091.21	ERR		35,091.21	(35,091.21)	ERR
1204	HOURLY SICK PAY	0	0		0	3,232.71	ERR			3,232.71	ERR		3,232.71	(3,232.71)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	2,190.90				2,190.90			2,190.90	(2,190.90)	ERR
1206	HOURLY HOLIDAY	0	0		0	17,610.10	ERR			17,610.10	ERR		17,610.10	(17,610.10)	ERR
1207	HOURLY JURY DUTY	0	0		0	60.61	ERR			60.61	ERR		60.61	(60.61)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	613.29	ERR			613.29	ERR		613.29	(613.29)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	1,541.06	ERR			1,541.06	ERR		1,541.06	(1,541.06)	ERR
	TOTAL HOURLY WAGES	916,000	852,000	0.00	852000	842,061.23	1.17%	30,171.00	39,641.14	851,531.37	0.06%	0.00	851,531.37	468.63	0.06%
1301	SUMMER EMPLOYEES- TIME WORKED	158,000	111,000		111000	109,756.65	1.12%			109,756.65	1.12%		109,756.65	1,243.35	1.12%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	238.95				238.95			238.95	(238.95)	
1401	SHORT-TERM STAFF TIME WORKED	29,000	11,000		11000	11,633.56	-5.76%			11,633.56	-5.76%		11,633.56	(633.56)	-5.76%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	187,000	122,000	0.00	122000	121,629.16	0.30%	0.00	0.00	121,629.16	0.30%	0.00	121,629.16	370.84	0.30%
	TOTAL COMPENSATION	4,353,000	4,303,000	0.00	4303000	4,267,944.08	0.81%	164,868.00	198,205.71	4,301,281.79	0.04%	0.00	4,301,281.79	1,718.21	0.04%
1501	EMPLOYER FICA	326,000	322,500		322500	319,564.51	0.91%	12,612.00	15,162.74	322,115.25	0.12%		322,115.25	384.75	0.12%
1502	UNEMPLOYMENT REIMBURSEMENT	5,500	3,500		3500	2,447.00	30.09%			2,447.00	30.09%		2,447.00	1,053.00	30.09%
1503	EMPLOYER PERF	162,000	154,000		154000	144,690.06	6.05%	33,957.17	41,159.94	151,892.83	1.37%		151,892.83	2,107.17	1.37%
1504	GROUP INSURANCE	239,500	252,500		252500	251,812.12	0.27%	0.00		251,812.12	0.27%		251,812.12	687.88	0.27%
	TOTAL EMPLOYEE BENEFITS	733,000	732,500	0.00	732500	718,513.69	1.91%	46,569.17	56,322.68	728,267.20	0.58%	0.00	728,267.20	4,232.80	0.58%
P. 2	TOTAL PERSONAL SERVICES	5,086,000	5,035,500	0.00	5035500	4,986,457.77	0.97%	211,437.17	254,528.39	5,029,548.99	0.12%	0.00	5,029,548.99	5,951.01	0.12%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1990

GL#	CATEGORY	1990 APPROPRIATION SBTC APPROV	1990 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1989	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/89 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	2,227.78	52227.78	48,300.36	3.40%	1,029.66	1,156.62	48,427.32	3.15%	20.00	48,447.32	3,780.46	7.56%
	TOTAL OFFICE SUPPLIES	50,000	50,000	2,227.78	52227.78	48,300.36	3.40%	1,029.66	1,156.62	48,427.32	3.15%	20.00	48,447.32	3,780.46	7.56%
2201	CLEANING SUPPLIES	20,000	29,000	88.17	29088.17	25,977.04	10.42%	0.00	755.10	26,732.14	7.82%	1,496.80	28,228.94	859.23	2.96%
2202	VEHICLE FUEL	15,000	14,000	0.00	14000	13,287.72	5.09%	972.49	777.07	13,092.30	6.48%	0.00	13,092.30	907.70	6.48%
2203	HEATING OIL	10,000	2,000	2,661.35	4661.35	2,661.35	-33.07%	0.00	0.00	2,661.35	-33.07%	1,800.00	4,461.35	200.00	10.00%
2204	COPIER SUPPLIES	43,000	43,000	15,694.40	58694.4	44,510.31	-3.51%	0.00	11,038.21	55,548.52	-29.18%	0.00	55,548.52	3,145.88	7.32%
2205	LIBRARY MATERIALS SUPPLIES	43,000	42,000	727.07	42727.07	40,239.04	4.19%	519.10	0.00	39,719.94	5.43%	771.14	40,491.08	2,235.99	5.32%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,500	0.00	5500	4,961.87	9.78%	0.00	97.85	5,059.72	8.01%	0.00	5,059.72	440.28	8.01%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	13,000	22,000	680.00	22680	20,747.92	5.69%	0.00	102.07	20,849.99	5.23%	0.00	20,849.99	1,830.01	8.32%
2210	PRINTING SUPPLIES	37,000	46,000	541.23	46541.23	43,530.11	5.37%	167.70	258.95	43,621.36	5.17%	480.81	44,102.17	2,439.06	5.30%
2211	OTHER OPERATING SUPP N.E.C.	45,000	75,000	2,903.97	77903.97	69,257.41	7.66%	994.22	893.92	69,157.11	7.79%	1,681.68	70,838.79	7,065.18	9.42%
	TOTAL OPERATING SUPPLIES	231,000	278,500	23,296.19	301796.1	265,172.77	4.79%	2,653.51	13,923.17	276,442.43	0.74%	6,230.43	282,672.86	19,123.33	6.87%
2301	MAINTENANCE SUPPLIES	18,000	24,000	316.80	24316.8	23,441.62	2.33%	302.58	113.73	23,252.77	3.11%	283.43	23,536.20	780.60	3.25%
2302	REPAIR PARTS	10,000	8,000	694.50	8694.5	7,776.90	2.79%	48.76	83.46	7,811.60	2.35%	23.13	7,834.73	859.77	10.75%
	TOTAL MAINTENANCE SUPPLIES	28,000	32,000	1,011.30	33011.3	31,218.52	2.44%	351.34	197.19	31,064.37	2.92%	306.56	31,370.93	1,640.37	5.13%
	TOTAL SUPPLIES	309,000	360,500	26,535.27	387035.2	344,691.65	4.39%	4,034.51	15,276.98	355,934.12	1.27%	6,556.99	362,491.11	24,544.16	6.81%

ALLEN[illegible]TY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1990

GLA#	CATEGORY	1990 APPROPRIATION SBTC APPROV	1990 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1989	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/89 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	4,000	17,000		17000	11,400.00	32.94%	0.00	0.00	11,400.00	32.94%	600.00	12,000.00	5,000.00	29.41%
3102	ENGINEERING & ARCHITECTURAL	5,000	2,000		2000	704.45	64.78%	0.00	0.00	704.45	64.78%	0.00	704.45	1,295.55	64.78%
3103	LEGAL SERVICES	4,000	2,000		2000	548.00	72.60%	87.00	0.00	461.00	76.95%	0.00	461.00	1,539.00	76.95%
3104	PROGRAM PRESENTERS	4,000	4,000		4000	3,319.32	17.02%	0.00	0.00	3,319.32	17.02%	25.00	3,344.32	655.68	16.39%
3105	TEMPORARY HELP SERVICES	50,000	160,000		160000	145,473.83	9.08%	5,263.10	2,739.57	142,950.30	10.66%	0.00	142,950.30	17,049.70	10.66%
3106	OTHER PROFESSIONAL SERVICES	10,000	34095.54	0.00	34095.54	32,776.89	3.87%	517.50	701.40	32,960.79	3.33%	337.50	33,298.29	797.25	2.34%
	TOTAL PROFESSIONAL SERVICES	77,000	219,096	0.00	219095.5	194,222.49	11.35%	5,867.60	3,440.97	191,795.86	12.46%	962.50	192,758.36	26,337.18	12.02%
3201	TELEPHONE SERVICE	92,000	100,000		100000	96,151.46	3.85%	0.00	2,000.00	98,151.46	1.85%	0.00	98,151.46	1,848.54	1.85%
3202	POSTAGE & SHIPPING	67,000	73,500	0.00	73500	72,029.84	2.00%	113.80	428.86	72,344.90	1.57%	0.00	72,344.90	1,155.10	1.57%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	11,000		11000	9,228.96	16.10%	313.60	53.90	8,969.26	18.46%	0.00	8,969.26	2,030.74	18.46%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	42,000	47,624	394.00	48018	43,955.09	7.70%	0.00	604.22	44,559.31	6.44%	0.00	44,559.31	3,458.69	7.26%
	COMMUNICATION & TRANSPORTATION	206,000	232,124	394.00	232518	221,365.35	4.63%	427.40	3,086.98	224,024.93	3.49%	0.00	224,025	8,493	3.66%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	386.30	61.37%		21.78	408.08	59.19%	0.00	408.08	591.92	59.19%
3302	OUTSIDE VENDOR PRINTING	9,000	4,000	238.00	4238	2,621.10	34.47%	0.00	0.00	2,621.10	34.47%	0.00	2,621.10	1,616.90	40.42%
	TOTAL PUBLICATION & PRINTING	10,000	5,000	238.00	5238	3,007.40	39.85%	0.00	21.78	3,029.18	39.42%	0.00	3,029.18	2,208.82	44.18%
3401	INSURANCE	125,000	117,000		117000	112,579.00	3.78%	0.00	0.00	112,579.00	3.78%	0.00	112,579.00	4,421.00	3.78%
	TOTAL INSURANCE	125,000	117,000	0.00	117000	112,579.00	3.78%	0.00	0.00	112,579.00	3.78%	0.00	112,579.00	4,421.00	3.78%
3501	NATURAL GAS	110,000	110,000		110000	99,700.40	9.36%	78.46	1,399.02	101,020.96	8.16%	0.00	101,020.96	8,979.04	8.16%
3502	ELECTRICITY	325,000	325,000		325000	334,129.90	-2.81%	3,139.36	4,198.36	335,188.90	-3.14%	0.00	335,188.90	(10,188.90)	-3.14%
3503	WATER & SEWER	10,000	13,000		13000	12,371.87	4.83%	642.20	715.01	12,444.68	4.27%	0.00	12,444.68	555.32	4.27%
3504	TRASH DISPOSAL	7,000	10,000		10000	8,508.50	14.92%	0.00	0.00	8,508.50	14.92%	0.00	8,508.50	1,491.50	14.92%
	TOTAL UTILITY SERVICES	452,000	458,000	0.00	458000	454,710.67	0.72%	3,860.02	5,312.37	457,163.04	0.18%	0.00	457,163.04	836.96	0.18%
3601	BUILDING REPAIR & MAINTENANCE	80,000	41,000	1,214.00	42214	24,848.11	39.39%	0.00	367.09	25,215.20	38.58%	1,596.21	26,811.41	15,402.59	37.57%
3602	HVAC SERVICE	25,000	20,000	450.00	20450	17,216.64	13.92%	572.58	259.00	16,903.06	15.48%	2,250.00	19,153.06	1,296.94	6.48%
3603	LANDSCAPING SERVICE	19,000	19,000	0.00	19000	13,871.48	26.99%	269.25	3,245.50	16,847.73	11.33%	0.00	16,847.73	2,152.27	11.33%
3604	COMPUTER MAINTENANCE	145,000	135,000	140.00	135140	115,284.16	14.60%	50.00	2,449.76	117,683.92	12.83%	471.80	118,155.72	16,984.28	12.58%
3605	COPIER SERVICE	28,000	33,000	1.00	33001	31,255.28	5.29%	0.00	587.38	31,842.66	3.51%	552.54	32,395.20	605.80	1.84%
3606	VEHICLE SERVICE	25,000	25,000	1,331.83	26331.83	18,033.10	27.87%	100.21	1,085.92	19,018.81	23.92%	207.65	19,226.46	7,105.42	28.42%
3607	OTHER EQUIPMENT SERVICE	70,000	80,000	2,475.50	82475.5	67,407.22	15.74%	242.34	2,490.66	69,655.54	12.93%	4,556.02	74,211.56	8,263.94	10.33%
	TOTAL REPAIRS & MAINTENANCE	392,000	353,000	5,612.38	358612.3	287,915.99	18.44%	1,234.38	10,485.31	297,166.92	15.82%	9,634.22	306,801.14	51,811.24	14.68%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED December 31, 1990

GL#	CATEGORY	1990 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1989	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/89 +	ACCRUAL @ 12/31/90 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	3,500	5,500	230.00	5730	5,454.58	0.83%		0.00	5,454.58	0.83%	0.00	5,454.58	275.42	5.01%
3702	EQUIPMENT RENTAL/LEASING	40,000	40,000	598.00	40598	35,796.13	10.51%	885.75	1,692.81	36,603.19	8.49%	93.50	36,696.69	3,901.31	9.75%
	LEASING & RENTALS	43,500	45,500	828.00	46328	41,250.71	9.34%	885.75	1,692.81	42,057.77	7.57%	93.50	42,151.27	4,176.73	9.18%
3901	DUES & MEMBERSHIPS	8,000	9,000		9000	8,441.44	6.21%		0.00	8,441.44	6.21%	0.00	8,441.44	558.56	6.21%
3902	INTEREST ON TEMPORARY LOANS	0	14,000		14000	13,783.02	1.55%		0.00	13,783.02	1.55%	0.00	13,783.02	216.98	1.55%
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	3,380.04	15.50%		0.00	3,380.04	15.50%	0.00	3,380.04	619.96	15.50%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	48,000		48000	45,479.91	5.25%	145.73	1,114.90	46,449.08	3.23%	29.10	46,478.18	1,521.82	3.17%
3906	COMPUTER SERVICES	135,000	95,000	2,246.80	97246.8	93,034.83	2.07%	4,067.94	4,751.57	93,718.46	1.35%	1,225.44	94,943.90	2,302.90	2.42%
	TOTAL MISCELLANEOUS SERVICES	187,000	170,000	2,246.80	172246.8	164,119.24	3.46%	4,213.67	5,866.47	165,772.04	2.49%	1,254.54	167,026.58	5,220.22	3.07%
	TOTAL OTHER SERVICES & CHARGES	1,492,500	1,599,720	9,319.18	1609038.	1,479,170.95	7.54%	16,488.82	30,906.71	1,493,588.74	6.63%	11,944.76	1,505,533.50	103,505.22	6.47%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	100,000	100,000	70,873.20	170873.2	155,600.61	-55.60%	34,148.68	219.95	121,671.88	-21.67%	3,893.87	125,565.75	45,307.45	45.31%
4403	COMPUTER EQUIPMENT	20,000	20,000	38,742.20	58742.2	47,035.81	-135.18%	1,080.87	125.00	46,079.94	-130.40%	11,959.00	58,038.94	703.26	3.52%
4405	TELEVISION EQUIPMENT	20,000	86,587	17,337.90	103924.9	91,136.41	-5.25%		54.02	91,190.43	-5.32%	8,776.54	99,966.97	3,957.93	4.57%
4407	VEHICLES	20,000	15,000	319.95	15319.95	14,419.95	3.87%		0.00	14,419.95	3.87%	0.00	14,419.95	900.00	6.00%
4409	BUILDINGS	0	0	0.00	0	0.00			0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00			0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	160,000	221,587	127,273.25	348860.2	308,192.78	-39.08%	35,229.55	398.97	273,362.20	-23.37%	24,629.41	297,991.61	50,868.64	22.96%
4510	BOOKS	1,600,000	1,489,000	95,612.24	1584612.	1,194,845.68	19.76%	33,788.08	19,956.81	1,181,014.41	20.68%	98,904.60	1,279,919.01	304,693.23	20.46%
4520	PERIODICALS	250,000	270,000	39,048.10	309048.1	278,602.91	-3.19%	1,951.39	637.12	277,288.64	-2.70%	5,348.80	282,637.44	26,410.66	9.78%
4530	NON-PRINT MATERIALS	175,000	175,000	14,432.96	189432.9	132,846.93	24.09%	2,616.57	8,734.05	138,964.41	20.59%	22,162.15	161,126.56	28,306.40	16.18%
4540	ONLINE MATERIALS	0	53,000	0	53000	46,511.00	12.24%	0	317.42	46,828.42	11.64%	235.03	47,063.45	5,936.55	11.20%
	TOTAL LIBRARY MATERIALS	2,025,000	1,987,000	149,093.30	2136093	1,652,806.52	16.82%	38,356.04	29,645.40	1,644,095.88	17.26%	126,650.58	1,770,746.46	365,346.84	18.39%
	TOTAL CAPITAL OUTLAYS	2,185,000	2,208,587	276,366.55	2484953.	1,960,999.30	11.21%	73,585.59	30,044.37	1,917,458.08	13.18%	151,279.99	2,068,738.07	416,215.48	18.85%
	TOTAL EXPENDITURES	9,072,500	9,204,387	312,221.00	9516527.	8,771,319.57	4.70%	305,546.09	330,756.45	8,796,529.93	4.43%	169,781.74	8,966,311.67	550,215.87	5.98%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(819,350)	(812,064)	(312,221.00)	*********	512,407.05		569,863.61	(190,766.26)	(268,222.82)		(169,781.74)	(8,966,311.67)	(686,280.44)	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 24, 1991	)	
	)	
RESOLUTION RECOGNIZING JACK M. CARMEAN	)	
FOR DISTINGUISHED SERVICE AS PRESIDENT	)	No. 1991-1
OF THE BOARD OF LIBRARY TRUSTEES, ALLEN	)	
COUNTY PUBLIC LIBRARY	)	

WHEREAS, Jack M. Carmean has served with skill and distinction as President of the Board of Library Trustees of the Allen County Public Library during 1990, and

WHEREAS, His vision and leadership have been instrumental in moving the library forward during a period of rapid and significant change, and

WHEREAS, He has made an especially important contribution in guiding the library's multimillion dollar automation project, first as a citizen member of the Automation Planning Committee, and later as chairman of the Board's Automation Committee, and most recently as Board President, now, therefore,

BE IT RESOLVED, By the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that this Board does hereby express its thanks and appreciation to Jack M. Carmean for his strong and dedicated leadership of the library and for his commitment to the high standards of community service on which the library has founded its reputation.

Adopted by the Board of Library Trustees and signed this 24th day of January, 1991.

Charles C. Ole

Mae Gate

C. Thomas Anderson

Patricia E. Riley

Dean McMahan

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 24, 1991	)	
	)	
RESOLUTION TO TRANSFER FUNDS TEMPORARILY	)	No. 1991-2
FROM THE LIBRARY IMPROVEMENT RESERVE FUND	)	
AND THE BOND AND INTEREST REDEMPTION FUND	)	
TO THE OPERATING FUND	)	

WHEREAS, The current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, There will come into the library district on or about June 30, 1991 tax revenues for the current year sufficient to meet all budgeted expenses of the library,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the Treasurer is hereby authorized to transfer to the Operating Fund any amount up to the entire balance of the Library Improvement Reserve Fund, or the Bond and Interest Redemption Fund, or both;

Section 2. Any monies so transferred under the authority of Section 1 shall be returned to the Library Improvement Reserve Fund, or the Bond and Interest Redemption Fund, respectively, whenever such monies are needed to meet the obligations of these funds, but not later than June 30, 1991.

Adopted this 24th day of January, 1991.

Dean McMahan
President

Charles C. Allen
Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 24, 1991

RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT IN THE AMOUNT OF $27,801 TO PERFORM SERVICES AS A SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	)	No. 1991-3

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Library Services and Construction Act grant in the amount of $27,801 to perform services as a subregional library for the blind and physically handicapped is hereby approved;

Section 2. Alan McMahan, President, and Jeffrey R. Krull, Director, are hereby authorized to execute this contract for and on behalf of the Allen County Public Library.

Adopted this 24th day of January, 1991.

Alan McMahan
President

Charles E. Olem
Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 24, 1991	)	
	)	
RESOLUTION TO CARRY FORWARD	)	1991-4
CERTAIN ENCUMBRANCES TO	)	
1991	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the attached list of unpaid balances are amounts due on contracts or purchase orders as of December 31, 1990, and are to be carried forward as open encumbrances to 1991.

Adopted this 24th day of January, 1991.

Dean McMahan
President

Charles E. Colerm
Secretary Pro Tempore

Allen County Public Library
Purchase Order Aging

Ven#	Name		P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0006	ALL-PHASE ELECTRIC SUPPLY CO		13525	EMERGI-LITE BATTERIES		135.00		
0009	AMERICAN LIBRARY ASSOCIATION		11781	BOOKS				11.71
			13616	POSTERS & BOOKMARKS PER		45.40		
0009	AMERICAN LIBRARY ASSOCIATION					45.40		11.71
0011	AMERICAN SECURITY & INVESTIGAT		11212	INSTALL SECURITY SYS. UPGRADE				200.00
0017	AUDIO BUFF CO INC		6881	NON-PRINT				469.16
			7229	BOOKS				1.00
			7290	NON-PRINT				18.33
			7291	NON-PRINT				67.20
			7292	NON-PRINT				403.87
			7539	NON-PRINT				560.51
			8436	NON-PRINT				135.36
			8725	NON-PRINT				494.88
			8784	NON-PRINT				65.53
			8796	NON-PRINT				479.22
			9162	NON-PRINT				24.87
			9179	NON-PRINT				533.06
			9499	NON-PRINT				45.54
			10372	BOOKS (S.O.)				2.00
			10400	NON-PRINT				80.50
			11031	NON-PRINT				702.79
			11205	NON-PRINT				53.18
			11716	NON-PRINT LIBRARY MATERIALS				579.88
			11822	NON-PRINT				128.27
			11946	NON-PRINT				382.86
			12273	NON-PRINT				291.30
			12274	NON-PRINT				55.21
			12511	TITLES OF COMPACT DISKS PER				948.47
			13232	NON-PRINT				824.25
			13971	NON-PRINT LIBRARY MATERIAL	627.90			
0017	AUDIO BUFF CO INC				627.90			7,347.24
0019	AUTOMATIC DATA PROCESSING		10912	PAYROLL DATA PROCESSING				1,225.44
0022	BAKER & TAYLOR	C 03	10357	CONTINUATIONS (S.O.)				1.42
0025	BALDUS COMPANY		13350	SIGN: EXCEPTIONS (FOR CIRC)			245.00	
0039	BOXBERGER'S INC		13925	HUN 19062 OSMIROID B2 NIB	30.66			
0043	BRODART COMPANY		13768	37 797 001 RUBBER BAND DATER	16.60			
			13977	75 103 004 LYFGUARD BOOK COVER	70.40			
0043	BRODART COMPANY				87.00			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0044	BRODERBUND SOFTWARE DIRECT	13647	NON-PRINT		40.95		
0046	BUENA VISTA DISTRIBUTION CO	10974	FILM RENTALS AS FOLLOWS:				45.00
0049	BUSINESS FURNITURE OUTLET	13532	#34972L HON DESK W/RIGHT		580.00		
0050	BUTLER PAPER CO	13763	SHS 11X17-70# OPAQUE OFFSET-WH	480.81			
0062	CENTRAL GEORGIA GEN SOCIETY	11192	BOOKS				6.50
0064	CENTRAL SUPPLY-FT WAYNE DIVISI	13336	F141KC RENEWAL KIT			20.75	
0065	CHILDREN'S BOOK COUNCIL INC	13712	NON-PRINT	27.50			
0075	COMPUTERLAND	13981	ONSITE SERVICE FOR APPLE II-GS	41.80			
0084	DEMCO	13199	P128-5401 REFERENCE LABELS				81.09
0091	DUFFY'S OFFICE PRODUCTS	13973	GEO-P1514 DAISY WHEELS	174.38			
0110	TOTAL BUSINESS SOLUTIONS	12566	EXIT TRAY FOR CANON 270 COPIER				23.13
		12592	EXIT TRAY FOR CANON 270 COPIER				23.13
0110	TOTAL BUSINESS SOLUTIONS						46.26
0115	GALE RESEARCH INC	2630	BOOKS				69.00
		11478	BOOKS				395.83
		12263	ADULT NONFICTION BOOKS PER				41.16
		12431	BOOKS				489.00
0115	GALE RESEARCH INC						994.99
0116	GAYLORD BROS INC	13928	QLWW306FD FLOOR DISPLAY	163.52			
		13943	BKP26-53 CLASSIC BOOK PLATE	17.85			
		13974	OPAC FURNITURE	23,800.00			
0116	GAYLORD BROS INC			23,981.37			
0134	G K HALL	8290	NON-PRINT				138.18
		11199	NON-PRINT				15.17
		11382	NON-PRINT				611.00
		11944	NON-PRINT				56.29
0134	G K HALL						820.64
0137	H P CHEMICAL PRODUCTS CORP	13978	23588 PG2-3750 LINERS	1,496.80			
0138	H W WILSON COMPANY	12532	REFERENCE BOOKS PER ATTACHED				65.00
		13886	BOOKS	159.85			
		13887	BOOKS	1,070.00			
0138	H W WILSON COMPANY			1,229.85			65.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0139	HARPER & ROW PUBLISHERS INC	5256	BOOKS				68.70
0143	HECKMAN BINDERY INC	10961	BOOK & PERIODICALS BINDERY				29.10
0149	HIGHSMITH COMPANY	13915	N3A-41331 POLY BOOK POCKETS	655.57			
0155	HOME VISION	12282	NON-PRINT				39.95
0166	IND COOP LIBRARY SERVICES AUTH	11055	DATABASE ONLINE SERVICE				235.03
		11785	BOOKS				295.00
0166	IND COOP LIBRARY SERVICES AUTH						530.03
0169	INDIANA STAMP AND SEAL CO INC	13939	HAND STAMPS PER ATTACHED	163.10			
0172	INGRAM CO	12508	PAPERBACK BOOKS PER PHONE				497.37
		12509	PAPERBACK BOOKS PER PHONE CALL				2,205.81
		13169	JUVENILE PAPERBACKS				2,039.95
		13984	PAPERBACK BOOKS	3.00			
0172	INGRAM CO			3.00			4,743.13
0184	J & J TERMITE AND PEST CONTROL	11253	PEST CONTROL FOR ML				17.50
0185	JACK EISER SALES	12573	REPAIR ZONE 5 ON P.A. SYSTEM				75.00
0193	JOHN CURLEY & ASSOCIATES INC	7288	BOOKS				96.18
0210	KLF INC	11049	TELEPHONE REPAIR SERVICE AGRMT				646.28
0213	KMART	13948	MINI BLINDS	70.00			
0221	LAHARTZ TROPHIES & AWARDS	13238	ENGRAVE PLAQUE				1.90
		13585	PLAQUE		94.00		
		13664	WALL PLAQUE		100.00		
0221	LAHARTZ TROPHIES & AWARDS				194.00		1.90
0229	LEWIS & CHRISTEN OFFICE SUPPLY	13927	V6-158N AMERICAN FLAG 5X8'	54.99			
0238	MACMILLAN	9159	BOOKS				1.00
0239	MACMILLAN PUBLISHING COMPANY	9361	BOOKS				9.95
		9430	BOOKS				125.00
		11506	BOOKS				160.00
		12817	BOOKS				4,543.50
0239	MACMILLAN PUBLISHING COMPANY						4,838.45
0264	MICROAGE COMPUTER STORES	13958	REPAIR DISK DRIVES & KEYBOARDS	150.00			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0265	MICRO TECH INC	13775	REPAIR RADIO 73000383	124.00			
		13953	REPAIR RADIO #23001433 -BKM #5	200.00			
		13956	REPAIR RADIO #23001433	50.00			
		13957	REPAIR RADIO #23001490	200.00			
0265	MICRO TECH INC			574.00			
0284	NATIONAL GEOGRAPHIC SOCIETY	11477	BOOKS				113.45
		12615	ADULT NON-FICTION BOOKS PER				55.06
0284	NATIONAL GEOGRAPHIC SOCIETY						168.51
0287	NEEDHAMS BUSINESS MACHINES INC	12213	SERVICE AGRMT ON SELECTEC 1707				91.00
0296	NORTHWEST FABRICS	13954	FELT	27.50			
0306	OXFORD UNIVERSITY PRESS	11779	BOOKS				52.75
		13228	BOOKS				155.00
0306	OXFORD UNIVERSITY PRESS						207.75
0315	PETERSON'S	12534	REFERENCE BOOKS PER ATTACHED				20.90
0321	POORMANS HEATING & AIR CONDITI	13509	INSPECT & REPAIR HVAC - SHA		1,000.00		
0323	POWER PLANT SERVICE INC	13963	CHECK & REPAIR BOILER OPER.	1,250.00			
0337	RECORDED BOOKS	7917	NON-PRINT				43.41
		10399	NON-PRINT				17.01
		11823	NON-PRINT				400.91
		12510	TITLES OF RECORDED BOOKS ON				106.18
		13967	NON-PRINT LIBRARY MATERIAL	633.20			
0337	RECORDED BOOKS			633.20			
							567.51
0349	R R BOWKER	11784	BOOKS				39.95
		12537	REFERENCE BOOKS PER ATTACHED				1.73
		12742	BOOKS				770.00
0349	R R BOWKER						811.68
0367	SILVER BURDETT PRESS	12257	TITLES OF ADULT NON-FICTION				401.27
		12264	ADULT NONFICTION BOOKS PER				21.68
0367	SILVER BURDETT PRESS						422.95
0384	SUNNY SCHICK	13923	DUPLICATE SLIDES	24.79			
		13932	FILM DEVELOPED	42.24			
0384	SUNNY SCHICK			67.03			

Ven#	Name		P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0428	WESTINGHOUSE ELECTRIC SUPPLY C		13537	25T10-IF LAMPS 120V		33.06		
0437	TRI-ALSA		12220	FILM RENTAL: LITTLE MONSTER				7.50
0454	BAKER & TAYLOR	L 35	10355	BOOKING AHEAD				6,159.10
			13985	BOOKING AHEAD #L 35526-3	1.00			
0454	BAKER & TAYLOR	L 35			1.00			
								6,159.10
0455	BAKER & TAYLOR	L 04	10353	BOOKS (REGULAR ACCT)				43,074.74
			13983	BOOKS (REG ACCT) #L 04559-1	1.00			
0455	BAKER & TAYLOR	L 04			1.00			
								43,074.74
0460	AMERICAN PRINTING HOUSE FOR BL		11693	BOOK				1.32
0466	AUDIO EDITIONS		8919	NON-PRINT				150.01
0467	BACON PAMPHLET SERVICE INC		10363	PAMPHLETS				615.97
			13990	PAMPHLETS	1.00			
0467	BACON PAMPHLET SERVICE INC				1.00			
								615.97
0472	BOOKS ON TAPE		7682	BOOKS				5.00
			11943	NON-PRINT				431.60
			12034	BOOKS ON TAPE PER ATTACHED				42.85
0472	BOOKS ON TAPE							
								479.45
0489	COLORADO GENEALOGICAL SOCIETY		8305	BOOKS				57.00
0497	ECONO CLAD BOOKS		13732	BOOKS	8.30			
0504	SAMUEL FRENCH INC		12959	BOOKS				44.94
0508	GENEALOGICAL SOC OF WASHTENAW		12894	BOOKS				9.99
0571	WOODEN NICKEL		7306	NON-PRINT				300.00
0621	LASSUS FUEL CO INC		13962	HEATING FUEL	1,800.00			
0634	DOMESTIC LINEN SUPPLY CO		10891	RENTAL OF INK TOWELS				41.00
0635	EARLY ELEVATOR CO		10780	SCHEDULED MAINTENANCE OF ELE-				1,407.25
0665	BROKEN ARROW GENEALOGICAL SOCI		9024	BOOKS				19.50
0675	TONY HAYS		9780	books				10.00
0684	COLUMBIA BOOKS INC PUBLISHERS		7208	BOOKS				25.05

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
0692	GENEALOGICAL PUBLISHING CO INC	8293	BOOKS				55.00
0696	SUNBURST COMMUNICATIONS INC	13866	NON-PRINT	50.00			
0723	ERICSON BOOKS	9783	books				53.00
0759	CHILDRENS PRESS	2122	BOOKS				1,524.27
		12612	JUVENILE NON-FICTION BOOKS PER				9.12
		12749	BOOKS				903.78
0759	CHILDRENS PRESS						2,437.17
0760	EMPAK ENTERPRISES INC	13737	BOOKS	48.72			
0770	ACCELERATED INDEXING	8272	BOOKS				290.00
		12870	BOOKS				825.00
0770	ACCELERATED INDEXING						1,115.00
0788	WESTON WOODS	13225	JUVENILE MEDIA KITS PER				1.00
		13885	NON-PRINT	12.70			
0788	WESTON WOODS			12.70			1.00
0796	COMPUTER PRODUCTS UNL'TD INC	11096	NON-PRINT				250.00
		13613	REPAIR KEYBOARD ON AMIGA 2000		30.00		
0796	COMPUTER PRODUCTS UNL'TD INC				30.00		250.00
0801	MICHIE COMPANY	11782	BOOKS				25.00
0817	HIGHLAND HERITAGE	10146	BOOKS				33.50
0825	B & J PHOTO INC	13111	VIDEO EQUIPMENT PER BASE BID				4,990.00
		13808	RACK MOUNT KIT FOR SHURE MODEL	20.00			
0825	B & J PHOTO INC			20.00			4,990.00
0831	CONGRESSIONAL QUARTERLY	11474	BOOKS				155.01
		12536	REFERENCE BOOKS PER ATTACHED				310.85
0831	CONGRESSIONAL QUARTERLY						465.86
0834	ROHAN TRANE SERVICE AGENCY INC	13917	SPARE PARTS FOR EDPAC UNIT	3,867.77			
0880	ABC-CLIO	13631	BOOKS		240.40		
1025	MUSIC EXCHANGE INC	4808	BOOKS				41.83
		7218	BOOKS				14.90
		11495	BOOKS				286.94

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
1025	MUSIC EXCHANGE INC	13831	BOOKS	94.73			
1025	MUSIC EXCHANGE INC			94.73			
							343.67
1032	BOUND TO STAY BOUND BOOKS INC	7742	BOOKS				1,304.71
1042	CLSI INC	1237	PHASE III CENTRAL SITE HARDWAR				19,736.57
		1238	TITLE CONVERSION				140,703.51
1042	CLSI INC						
							160,440.08
1108	BENTON COUNTY HISTORY BOOK	12873	BOOKS				49.50
1111	R L POLK & CO	12524	FT. WAYNE CITY DIRECTORY, 1989				127.50
1112	SOCIAL ISSUES RESOURCES SERIES	12980	BOOKS				221.25
1126	STALEY PUBLISHING	12419	BOOKS				2.75
1132	COSHOCTON COUNTY CHAPTER OGS	10862	BOOKS				9.99
		12726	PERIODICALS				20.00
1132	COSHOCTON COUNTY CHAPTER OGS						
							29.99
1162	UNIVERSITY PUBLICATIONS OF AME	8339	BOOKS				5,169.60
1214	CITY CLERK'S OFFICE	11767	BOOKS				43.00
1346	HUNTERDON HOUSE	8298	BOOKS				27.50
1360	HARCOURT BRACE JOVANOVICH INC	11508	BOOKS				33.50
1362	JAY-WAL VIDEO PRODUCTIONS	13788	NON-PRINT	99.90			
1372	OLD DOBBS COUNTY	13559	PERIODICALS		60.00		
1404	AMERICAN GENEALOGICAL	13965	BOOKS	7,500.00			
1440	GROLIER EDUCATIONAL CORPORATIO	13062	ACADEMIC AMERICAN ENCYCLOPEDIA				500.00
1445	SCHOLASTIC MAGAZINES	13625	NON-PRINT		285.00		
1451	DISKEY SIGN CORP.	13914	ALUMINUM FACE PANELS-INSTALLED	1,503.71			
		13920	M29S-DB DESK BARS, BROWN	255.00			
1451	DISKEY SIGN CORP.			1,758.71			
1529	HOTHO & CO	11494	BOOKS				106.73
1562	ULVERSCROFT LARGE PRINT BOOKS	13882	BOOKS	24.00			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
1607	EDUCATIONAL RECORD CENTER INC	13734	NON-PRINT	100.00			
1640	PREDICASTS	9354	BOOKS				75.00
1641	REGENT BOOK COMPANY	9362	BOOKS				8.01
1672	FEARON	6548	BOOKS				5.00
1675	STECK-VAUGHN COMPANY	11505	BOOKS				21.42
1679	AFRO-AM DISTRIBUTING CO	11421	BOOKS				9.34
1694	MCGRAW-HILL PUBLISHING CO	11498	BOOKS				500.00
		13819	BOOKS	500.00			
1694	MCGRAW-HILL PUBLISHING CO			500.00			
							500.00
1717	3M BLR9152 (WO)	13629	NON-PRINT		19.95		
1724	INCOLSA	13926	CD-ROM CADDIES	53.00			
1755	MARION COUNTY HISTORICAL SOCIE	11076	PERIODICALS				98.00
1782	WHITBY-OSHAWA BRANCH OGS	7562	BOOKS				55.90
1801	GTE TELECOM MARKETING CORPORAT	13320	COMDIAL TELEPHONE W/O SPEAKER			415.87	
1820	PRECISION INDEXING	12684	BOOKS				725.00
1890	TOM KELLEY BUICK, INC.	13952	PREVENTATIVE MAINT - VEH 21	58.40			
1948	LISTENING LIBRARY INC	13799	NON-PRINT	197.04			
		13916	H418D CLIFFORD DOLL	60.85			
1948	LISTENING LIBRARY INC			257.89			
1950	PERMA-BOUND	8516	BOOKS				48.72
		9358	BOOKS				10.50
		13846	BOOKS	39.24			
		13847	BOOKS	406.40			
1950	PERMA-BOUND			445.64			
							59.22
1982	SALINE COUNTY HISTORY	13857	BOOKS	28.00			
2047	FACTS ON FILE	7227	BOOKS				107.21
		12533	REFERENCE BOOKS PER ATTACHED				407.75
2047	FACTS ON FILE						
							514.96

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
2143	NATIONAL PTA	11694	BOOK				12.00
2147	SOCIETE HISTORIQUE DE LA CORT-	9839	PERIODICALS				18.00
2181	FOREST PARK BOOK SHOP	7226	BOOKS				24.00
		8514	BOOKS				85.00
		9348	BOOKS				14.90
2181	FOREST PARK BOOK SHOP						123.90
2230	UNIVERSITY MICROFILMS INTERNAT	11164	BOOKS				401.40
2261	MISSISSIPPI GENEALOGICAL SOCIE	7107	BOOKS				25.00
2279	KOKAUBEAM COMPANY	8208	BOOKS				270.00
2492	PONTIAC AREA HISTORICAL	13852	PERIODICALS	20.00			
2573	GCT INCORPORATED	10394	BOOKS				13.07
2639	BIENVILLE HISTORICAL SOCIETY	12374	BOOKS				121.00
2642	WEST-CENTRAL KENTUCKY FAMILY	12712	PERIODICALS				15.00
2684	JACKSON COUNTY GENEALOGICAL SO	9530	PERIODICALS				30.00
2729	TATE COUNTY MS GEN & HISTORICA	10735	BOOKS				49.50
2735	MARSHALL CAVENDISH CORPORATION	12266	ADULT REFERENCE BOOKS PER				295.90
		13310	0-86307-041-8 MAN, MYTH AND			399.95	
2735	MARSHALL CAVENDISH CORPORATION					399.95	295.90
2743	CHILTON BOOK COMPANY	12259	ADULT NONFICTION BOOKS PER				733.55
2778	MASON COUNTY GENEALOGICAL &	9751	books				3.95
2856	AMEREON LTD	11512	BOOKS				95.65
2859	GRUNKO FILMS INC	12288	NON-PRINT				18.45
2884	INDIANA UNIVERSITY PRESS	9349	BOOKS				15.00
2914	BAKER & TAYLOR L53556-7	10356	GIFTS				1.00
		13986	GIFTS #L 53556-7	1.00			
2914	BAKER & TAYLOR L53556-7			1.00			1.00
2925	MAINE HISTORICAL SOCIETY	12463	PERIODICALS				20.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
2938	PENGUIN USA	9163	NON-PRINT				20.38
3016	TULSA GENEALOGICAL SOCIETY	12706	BOOKS				21.00
3030	CLEVELAND COUNTY GENEALOGICAL	13558	PERIODICALS		8.00		
3036	TOS PUBLISHING	9785	books				6.50
3060	MIDWEST COMMUNICATIONS CORP	11312	SERVICE MANUALS PER ATTACHED				318.45
		11568	VIDEO EQUIPMENT PER QUOTE				2,668.16
		11573	AUDIO CABLE FOR CLEARCOMM SYS				261.27
		12179	SONY DR100 STUDIO HEADSETS				93.11
		13002	SERVICE MANUAL FOR FUJI LENS				40.00
		13288	CONTROL CABLES FOR LEIGHTRONIC			300.00	
		13403	ESTIMATED REPAIR OF A/B ROLL			520.00	
3060	MIDWEST COMMUNICATIONS CORP					820.00	
							3,380.99
3065	BAKER & TAYLOR F9	13991	BOOK LEASING SERVICE	1.00			
3081	OREGON HISTORICAL SOCIETY	12861	PERIODICALS				10.00
3122	BARNES & NOBLE BOOKSTORES, INC.	12739	BOOKS				31.57
3139	ADLERS FOREIGN BOOKS	7219	BOOKS				9.39
3199	SULLIVAN CO. HISTORICAL SOC.	10736	BOOKS				40.00
3213	MACON CO HISTORICAL SOC	7465	PERIODICALS				60.50
3262	LEWIS CO HISTORICAL SOCIETY	11719	PERIODICALS				60.00
3296	HURONIA CANADIANA BOOKS	7553	BOOKS				35.00
		8946	BOOKS				573.22
		11887	BOOKS				230.00
3296	HURONIA CANADIANA BOOKS						838.22
3303	PERTH COUNTY BRANCH OGS	10171	BOOKS				15.65
3347	TURNER PUBLISHING COMPANY	12966	BOOKS				100.00
3351	ONTARIO GENEALOGICAL SOCIETY	11894	BOOKS				7.50
3389	LIVINGSTON COUNTY GENEALOGICAL	9124	BOOKS				7.00
3407	FAMILY RESEARCH	12293	PERIODICALS				30.00
3408	FRANKLIN COUNTY HIST SOCIETY	4430	PERIODICALS				10.80

Ven#	Name		P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
3450	BETTER BOOKS COMPANY		9917	non-print				10.00
			13705	NON-PRINT	16.72			
3450	BETTER BOOKS COMPANY				16.72			
								10.00
3454	EDUCATIONAL RECORD & TAPE		12062	SOUND RECORDINGS, KITS PER				1.00
			12063	SOUND RECORDINGS, KITS PER				244.03
			13736	NON-PRINT	714.85			
3454	EDUCATIONAL RECORD & TAPE				714.85			
								245.03
3590	ASSOCIATED PHOTO CO		13672	DDM LAMPS		94.62		
3595	BOY SCOUTS OF AMERICA		8496	BOOKS				35.33
3613	NATIONAL GEOGRAPHIC SOCIETY		8505	BOOKS				83.84
3626	STORY HOUSE CORP		13864	BOOKS	100.00			
3631	W SOFTWARE		8797	NON-PRINT				126.68
3818	BAKER & TAYLOR	N84010	10358	PREBINDS (CAT.) N 84010-8				806.61
			13987	PREBINDS (CAT) N 802397	1.00			
3818	BAKER & TAYLOR	N84010			1.00			
								806.61
3819	BAKER & TAYLOR	N850222	10359	PREBINDS (ANY)				1.00
			13988	PREBINDS (ANY) #N 850222	1.00			
3819	BAKER & TAYLOR	N850222			1.00			
								1.00
3820	BAKER & TAYLOR	N201764	10360	VIDEO CASSETTES				2,027.13
			13989	VIDEO CASSETTES	1.00			
3820	BAKER & TAYLOR	N201764			1.00			
								2,027.13
3890	GUELPH HISTORICAL SOCIETY		11027	PERIODICALS				193.00
3906	COMPUTERLAND		9507	NON-PRINT				80.00
3912	SHIAWASSEE CO GENEALOGICAL SOC		11538	PERIODICALS				5.00
3944	ZBS INDUSTRIES INC		7757	NON-PRINT				44.71
			8359	NON-PRINT				837.15
3944	ZBS INDUSTRIES INC							
								881.86
3959	MONITEAU COUNTY HISTORICAL SOC		9298	BOOKS				3.75
3992	THE LEARNING CO		13796	NON-PRINT	49.95			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
4016	GREATER OMAHA GENEALOGICAL SOC	8030	PERIODICALS				5.00
4106	FREESTONE COUNTY HISTORICAL CO	12890	BOOKS				50.00
4114	MINDSCAPE EDUCATIONAL SOFTWARE	13826	NON-PRINT	42.16			
4125	NEW PROVIDENCE HISTORICAL SOCI	12473	PERIODICALS				20.00
4155	CHRISTOPHER HELM PUBLISHERS IN	13757	BOOKS	31.90			
4191	NORTHERN NY AMER-CANADIAN GEN	10825	BOOKS				25.00
4217	MUSICAL HERITAGE SOCIETY	11028	NON-PRINT				274.98
4261	BARRONS EDUCATIONAL SERIES INC	12267	ADULT NONFICTION BOOKS PER				70.57
4274	US WEST MARKETING RESOURCES	6740	BOOKS				102.50
		13883	BOOKS	120.00			
4274	US WEST MARKETING RESOURCES			120.00			
							102.50
4281	BILINGUAL PUBLICATIONS	11371	NON-PRINT				13.95
		11472	BOOKS				49.25
4281	BILINGUAL PUBLICATIONS						
							63.20
4359	HISTORICAL SOC HOPKINS COUNTY	5912	PERIODICALS				95.50
4392	MAGOFFIN CO. HIST. SOC.	9062	BOOKS				22.00
4474	BROWN CO HISTORICAL SOCIETY	6398	BOOKS				34.10
		12877	BOOKS				29.00
4474	BROWN CO HISTORICAL SOCIETY						
							63.10
4477	WAUKESHA COUNTY MUSEUM	13555	PERIODICALS		300.00		
4542	RAINTREE PUBLISHERS INC	7792	BOOKS				573.52
		11476	BOOKS				174.04
4542	RAINTREE PUBLISHERS INC						
							747.56
4657	SELECTVIDEO	7692	NON-PRINT				46.35
4679	INTERNATIONAL INTERTRADE INDEX	7063	BOOKS				31.80
4682	METROPOLITAN LIFE INSURANCE CO	7066	BOOKS				30.00
4688	JOHNSON COUNTY HISTORICAL SOCI	7117	BOOK				20.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
4694	PRAIRIE PIONEER	12862	PERIODICALS				16.00
4709	CARL'S BOWLERS PADDOCK	13586	PHILO AWARD PLAQUES PER		38.25		
4711	BENEFIT CONSULTANTS INC	10895	BENEFITS CONSULTING FEE				600.00
4720	ASSOCIATION OF RESEARCH LIBRAR	13639	BOOKS		15.00		
4728	ALFRED PUBLISHIG CO INC	7308	BOOKS				14.98
4736	CIVIL WAR SOCIETY	7316	PERIODICALS				25.00
4738	CLARK COUNTY GENEALOGICAL SOCI	7318	PERIODICALS				96.00
4757	TRUCK MAINTENANCE INC	13951	REPAIR & WINTERIZE BKM #1	102.25			
		13955	REPAIR EMER. BRAKE -BKM #7	47.00			
4757	TRUCK MAINTENANCE INC			149.25			
4766	METHUEN INC	7356	BOOKS				14.95
4773	PROFESSIONAL MEDIA SERVICE	12112	NON-PRINT				22.86
4776	ROUTLEDGE CHAPMAN AND HALL INC	7368	BOOKS				68.95
4780	SOFTWARE PUBLISHING	7372	NON-PRINT				45.00
4783	TELEX AND TWX DIRECTORY	7374	BOOKS				144.00
4787	AMHERST H WILDER FOUNDATION	7378	BOOKS				15.00
4790	WORLD BIBLE PUBS INC	7381	BOOKS				19.90
4812	MARGARET JOHNSTON SCHROEDER	12939	BOOKS				70.00
4821	GEOSCIENCE RESOURCES	7501	BOOKS				12.04
4834	WALDENKIDS	9738	non-print				40.00
4855	ANDRE LAFONTAINE	7612	BOOKS				12.00
4860	DONAT ROBICHAUD	7624	BOOKS				96.50
4894	BOONE CO GENEALOGICAL SOCIETY	7770	BOOKS				11.00
4895	GERALDINE K DANIELS	7771	BOOKS				20.00
4899	DOVE BOOKS ON TAPE INC	8743	NON-PRINT				43.05
4908	AMERICAN FOUNDATION FOR AIDS R	7698	BOOKS				10.00

Ven#	Name		P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
4912	TEACHER CREATED MATERIALS		10061	books				4.45
4924	CREATIVE EDUCATION		12751	BOOKS				242.28
4932	BAKER & TAYLOR	L035568	10373	BOOK CASSETTES				847.45
			13992	BOOK CASSETTES	1.00			
4932	BAKER & TAYLOR	L035568			1.00			
								847.45
4988	MILWAUKEE PEACE EDUCATION		7974	BOOKS				8.00
5110	GLIDDON BOOKS		8012	BOOKS				11.25
5112	TED LEIGH		8010	BOOKS				9.99
5114	KRAUS THOMSON ORGANIZTION LIM		8008	BOOKS				50.00
5122	STILLAGUAMISH VALLEY GEN SOC		13863	PERIODICALS	20.00			
5151	HISTORIC HUNTSVILLE FOUNDATION		12271	PERIODICALS				60.00
5157	NETWORK PUBLICATIONS		8167	BOOKS				14.95
5189	PRECISION INDEXING		10669	BOOKS				49.95
5202	TOWN OF MINISINK		8447	BOOKS				23.00
5203	AINSWORTH ENTERPRISES		8448	BOOKS				8.50
5215	HARPER COLLINS PUBLISHERS		12531	REFERENCE BOOKS PER ATTACHED				1,790.86
5218	SIMON & SCHUSTER		11513	BOOKS				38.60
			12280	NON-PRINT				129.37
5218	SIMON & SCHUSTER							
								167.97
5233	CENTER FOR UNDERSTANDING AGING		9426	BOOKS				18.00
5234	L P BOOKS INC		12815	BOOKS				21.28
5265	AMERICAN GUIDANCE SERVICE INC		8715	BOOKS				55.10
5267	MIT PRESS		8650	BOOKS				44.21
5269	LUTHERAN COUNCIL IN THE USA		8652	BOOKS				4.00
5271	EUROPEAN AMERICAN RETAIL MUSIC		10065	boks				12.25
5286	DON WRIGHT		8669	PERIODICALS				30.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
5289	CARATZAS PUBLISHING	8672	BOOKS				10.00
5297	PLAY PIANO	8680	NON-PRINT				63.95
5302	OLD LINE GRAPHICS	8685	BOOKS				45.54
5305	BROCK PUBLISHING CO	8688	BOOKS				14.95
5309	COLLINS PUBS	8692	BOOKS				20.00
5310	CENTURY HUTCHINSON PTY LTD	8693	BOOKS				20.00
5312	FISHING CO	8695	BOOKS				13.60
5325	SAN LUIS VALLEY HIST SOC	8640	PERIODICALS				216.00
5329	ARCHIVES OF THE EPISCOPAL CHUR	8644	PERIODICALS				300.00
5346	ORGANS UNLIMITED	8773	NON-PRINT				10.50
5365	MID-MICHIGAN GENEALOGICAL SOCI	8823	BOOKS				9.99
5388	ROSSVILLE/SPRINGCREEK HIST SOC	8846	BOOKS				1.00
5398	COBB COUNTY GENEALOGICAL SOCIE	8855	BOOKS				36.00
5410	LAWYERS REFERRAL OFFICE	8904	BOOKS				25.00
5417	SALT LAKE DISTRIBUTION CENTER	8911	NON-PRINT				6.00
5418	HISTORICAL SOCIETY OF MARIES C	8912	BOOKS				50.00
5440	RITTENHOUSE BK. DIST.	9099	BOOKS				190.00
5462	CHICAGO ACCESS CORPORATION	9185	NON-PRINT				70.00
5487	WEST CENTRAL MISSOURI GENEOLOG	9251	BOOKS				25.00
5519	COUNCIL OF THE ALLEGHENIES INC	10719	PERIODICALS				5.00
5524	EDUCATIONAL RESOURCES	13175	SOFTWARE FOR THE APPLE II GS				94.75
5531	BROUDE BROTHERS	9393	BOOKS				77.00
		13648	BOOKS		83.75		
5531	BROUDE BROTHERS				83.75		77.00
5536	HODDER & STOUGHTON LTD.	9404	BOOKS				6.95
5538	EDGEWATER BOOK DISTRIBUTORS	9406	BOOKS				11.67

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
5542	OFFICE OF THE GENERAL ASSEMBLY	9410	BOOKS				7.50
5546	INDIANA CIVIL LIBERTIES UNION	9414	BOOKS				75.00
5551	EDUCATION CENTER, INC.	9419	BOOKS				14.99
5553	ASTRAN INC.	9421	BOOKS				177.42
		11777	BOOKS				88.51
5553	ASTRAN INC.						265.93
5556	DC COMICS	9424	BOOKS				103.95
		9696	PERIODICALS				18.00
5556	DC COMICS						121.95
5604	SLIPPERY ROCK HERITAGE ASSOCIA	9578	BOOKS				10.00
5607	WILLIAMSON COUNTY HISTORY BOOK	9581	BOOKS				35.00
5617	TISE GENEALOGICAL RESEARCH	11711	BOOK				17.00
5619	ANNIE CALHOUN BOOK SHOP	10727	BOOKS				30.00
5633	FIRST PRESBYTERIAN CHURCH	9606	BOOKS				12.50
5648	ST. JOSEPH COUNTY HISTORY	9621	BOOKS				99.00
5651	MICHIGAN GENEALOGICAL COUNCIL	9624	BOOKS				50.00
		12920	BOOKS				9.99
5651	MICHIGAN GENEALOGICAL COUNCIL						59.99
5652	OAKY GROVE PRESS	9625	BOOKS				50.00
5660	PROFESSIONAL GENEALOGISTS	9650	BOOKS				3.50
5666	COY D. ROBBINS	9656	BOOKS				7.00
5671	IMMIGRANT GENEALOGICAL SOCIETY	9661	PERIODICALS				45.00
5682	GOINGSNAKE DIST. HERITAGE ASSO	9672	PERIODICALS				60.00
5696	GRADY CO. GENEALOGICAL SOCIETY	11912	BOOKS				15.00
5697	OUACHITA CO. HISTORICAL SOCIET	9816	PERIODICALS				50.00
5700	SOUTHWEST ARKANSAS GENEALOGICA	9819	PERIODICALS				30.00
		12694	BOOKS				52.50
5700	SOUTHWEST ARKANSAS GENEALOGICA						82.50

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
5704	SEVIER CO. HISTORICAL SOCIETY	9823	PERIODICALS				15.00
5706	SCHOLASTIC INC	13174	DAB1698 MIX'N MATCH SOFTWARE				62.00
5711	BLUE VALLEY GENEALOGICAL SOCIE	9829	PERIODICALS				20.00
5726	COLOR CONCEPTS INC	9936	FILM DEVELOPED				12.00
5729	MUSIC FOR LITTLE PEOPLE	9921	non-print				12.15
5731	LAUREL CO. HISTORICAL SOCIETY	12459	BOOKS				66.00
5766	COOK-CHILDREN'S HOSPITAL	10014	books				4.95
5777	EDWIN H. MORRIS & CO.	10025	books				9.99
5781	KELOWNA & DISTRICT GENEALOGICA	10029	periodicals				30.00
5787	EDMONTON BRANCH, OGS	9986	periodicals				100.00
5791	LETHBRIDGE & DISTRICT BRANCH,	9990	periodicals				40.00
5827	CRITICS CHOICE	10263	NON-PRINT				55.85
5831	HARDIN COUNTY GENEALOGICAL SOC	10277	BOOKS				40.65
5837	INGRAM VIDEO INC	13779	NON-PRINT	59.85			
5838	LARIMER COUNTY GENEALOGICAL SO	10283	BOOKS				18.00
5841	MONROE COUNTY HISTORICAL SOCIE	11702	BOOKS				24.75
5886	NORTH JERSEY HIGHLANDER	10408	PERIODICALS				108.00
5889	MOVIES UNLIMITED	10722	NON-PRINT				18.95
5896	HISTORY & GENEALOGY FOR LINCOL	10429	PERIODICALS				60.00
5899	GRAND RIVER HISTORICAL SOCIETY	10432	PERIODICALS				50.00
5904	CHEYENNE CO. GENEALOGICAL SOC.	10437	PERIODICALS				25.00
5920	LYRIC OPERA OF CHICAGO	10744	BOOKS				25.00
5942	TEXAS STATE LIBRARY	12702	BOOKS				219.00
5951	JACKSON COUNTY HISTORY	10542	BOOKS				39.50
5956	ROWAN COUNTY GENEALOGICAL SOCI	10547	BOOKS				50.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
5964	MIDDLETOWN VALLEY HISTORICAL S	10650	BOOKS				25.00
5966	MRS. ALBERT AYERS	10652	BOOKS				37.50
5988	PET VILLAGE	10887	AQUARIUM TANK MAINTENANCE				120.00
6007	PICTON PRESS	11085	BOOKS				63.74
6012	SOCIETE HISTORIQUE DE QUEBEC	11035	PERIODICALS				30.00
6015	UNIVERSITY PRESS OF KENTUCKY	11479	BOOKS				19.75
6059	COLLINS & SONS INC	13684	BOOK RETURN DROP BOXES		2,600.00		
6094	BROWN COUNTY HISTORICAL SOCIET	10831	BOOKS				45.00
6096	ELKHART COUNTY GENEALOGICAL SO	10833	BOOKS				33.00
6112	DOWNRIVER GENEALOGICAL SOCIETY	12883	BOOKS				9.99
		13968	PERIODICALS	30.00			
6112	DOWNRIVER GENEALOGICAL SOCIETY			30.00			
							9.99
6139	HANOVER COUNTY HISTORICAL SOCI	11090	BOOKS				9.00
6142	YES BOOKS	13889	NON-PRINT	538.97			
6152	SMITHSONN RECDS	13860	NON-PRINT	59.97			
6153	COVER TO COVER CASSETTES LTD	11013	NON-PRINT				136.85
6154	MUSEE DE LA GASPESIE	11014	PERIODICALS				30.00
6155	MATAWAN HISTORICAL SOCIETY	11379	PERIODICALS				60.00
6162	ALYSON PUBLICATIONS	11022	BOOKS				5.00
6184	FITCHBURG HISTORICL SOCIETY	12426	BOOKS				25.00
6206	UNION COUNTY CHAPTER OGS	11064	BOOKS				19.97
6214	MRS RAYMOND DEVORE	11072	BOOKS				100.00
6225	1839 COURTHOUSE MUSEUM	11145	BOOKS				10.95
6242	SOUND POOL INC	11162	NON-PRINT				38.22
6244	TRANSMITTER REPAIR & SERVICE C	11135	VIDEO PRODUCTION EQUIPMENT				1,142.49
6258	HURON VALLEY GENEALOGICAL SOCI	11224	PERIODICALS				35.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
6261	CLARK CO HISTORICAL SOCIETY	11227	PERIODICALS				50.00
6270	AFRO AMERICANS IN NEW YORK	11236	PERIODICALS				104.00
6298	METRO TASK FORCE ON LIBRARY	11397	BOOKS				20.00
6301	GARETH STEVENS	11400	BOOKS				366.83
6302	SCHOLARS BOOKSHELF	13858	BOOKS	456.35			
6309	ANGUS & ROBERTSON	11408	BOOKS				19.95
6317	AMERICAN MAP CORP	12734	BOOKS				59.94
6318	NATIONAL CHARITIES INFORMATION	11417	BOOKS				25.00
6319	JAMES DULLEY	11418	BOOKS				169.15
6321	BIBLIOTECH	11430	BOOKS				7.50
6324	KMA RADIO	11433	BOOKS				5.00
6333	HISTORIC PRESERVATION ASSN OF	11442	BOOKS				39.95
6343	NATL ASSOC FOR THE PRESERVATIO	13835	BOOKS	5.00			
6349	GREENVILLE CO HISTORICAL SOCIE	11390	PERIODICALS				168.00
6353	HOUGHTON MIFFLIN COMPANY	11691	BOOK				2.70
		12607	JUVINILE FICTION BOOKS PER				980.15
6353	HOUGHTON MIFFLIN COMPANY						982.85
6368	STOREY PUBLISHING	12265	ADULT NONFICTION BOOKS PER				50.83
6797	MAX R PETERSON	11723	BOOK				9.99
6801	SHORE VILLAGE HISTORICAL SOCIE	11727	BOOKS				19.95
6826	ARISTOLINE CABINET, INC	13570	SERVICE DESK PER ATTACHED PRO-		1,515.00		
6849	AMERICAN MOTOR CARRIER	11828	BOOKS				71.00
6855	THEYTUS BOOKS	11834	BOOKS				19.95
6856	AMELIAS FINE THINGS	11835	BOOKS				55.00
6859	NATIONAL AMERICAN CANCER SOCIE	11838	BOOKS				15.00
6860	CHENG & TSUI	11839	BOOKS				11.25

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
6867	WAYNE CO GENEALOGICAL SOCIETY	11846	PERIODICALS				130.00
6868	HENRY CO GENEALOGICAL SOC	11847	PERIODICALS				75.00
6890	ROBINSON DIRECTORIES INC	11952	BOOKS				625.00
6892	SHELBURNE COUNTY GENEALOGICAL	11954	BOOKS				12.95
6894	PETER D MURPHY	11956	BOOKS				29.95
6896	BUR-MOR PUBLICATIONS	11958	BOOKS				37.97
6909	CENTRE DE GENEALOGIE SC	11971	BOOKS				19.98
6910	FARRELL MCCARTHY	11972	BOOKS				99.00
6913	WAYNE COUNTY HISTORICAL PUB	11975	BOOKS				25.00
6918	WESTMORELAND HISTORICAL SOCIET	11980	BOOKS				25.00
6925	DIANE MACARTHUR	11987	BOOKS				25.00
6928	JEAND-COUTU	12094	BOOK				23.99
6935	MHR PUBLISHING CORP	12101	PERIODICAL				12.00
6938	BKS	12104	BOOKS				327.87
		13129	JUVENILE PAPERBACK BOOKS				217.96
		13969	BOOKS	109.40			
6938	BKS			109.40			
							545.83
6960	BRODART COMPANY	12035	BOOKS PER ATTACHED LISTING				459.75
		12036	BOOKS PER ATTACHED LISTING				906.55
		12518	ADULT FICTION AND NON-FICTION				620.90
6960	BRODART COMPANY						1,987.20
6989	EMORY BOOK SALES INC	12420	BOOKS				100.00
		12421	BOOKS				100.00
6989	EMORY BOOK SALES INC						200.00
6999	UNIVERSITY COPY SERVICES, INC	13890	LOCKING HASP FOR COIN-OP ON	55.00			
7008	BAKER & TAYLOR BOOKS L	12256	ADULT NON-FICTION BOOKS PER				892.33
		12258	ADULT FICTION BOOKS PER				1,072.14
		12260	ADULT NONFICTION BOOKS PER				260.66
		12268	ADULT FICTION BOOKS PER				1,109.04
		12506	ADULT FICTION BOOKS PER				3,574.09

Ven#	Name		P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7008	BAKER & TAYLOR BOOKS	L	12507	ADULT FICTION BOOKS PER				3,175.95
			12512	ADULT REFERENCE BOOKS PER				620.23
			12515	JUVENILE EASY FICTION BOOKS				3,291.73
			12516	JUVENILE BOOKS PER ENCLOSED				630.47
			12519	TITLES OF ADULT NON-FICTION				9,630.63
			12520	JUVENILE NON-FICTION BOOKS PER				60.93
			12521	ADULT NON-FICTION BOOKS FOR				7,959.94
			12525	TITLES OF ADULT NON-FICTION				3,454.27
			12526	ADULT NON-FICTION BOOKS PER				13,490.78
			12527	REFERENCE BOOKS PER ATTACHED				150.87
			12528	JUVENILE BOOKS PER ENCLOSED				369.38
			12530	REFERENCE BOOKS PER ENCLOSED				65.25
			12616	TITLES JUVENILE REFERENCE BOOK				190.60
			12617	TITLES ADULT REFERENCE BOOKS				5,476.81
			12618	JUVENILE FICTION BOOKS PER				160.05
			12619	JUVENILE NON-FICTION TITLES				808.00
			12620	JUVENILE NON-FICTION BOOKS PER				6,448.30
			12621	JUVENILE FICTION BOOKS FOR ALL				3,883.49
			13127	ADULT PAPERBACKS PER ENCLOSED				456.76
			13128	JUVENILE PAPERBACK BOOKS				1,554.58
			13168	JUVENILE PAPERBACKS PER ORDER				85.70
7008	BAKER & TAYLOR BOOKS	L						68,872.98
7010	GRYPHON HOUSE INC		12262	JUVENILE NONFICTION BOOKS PER				167.74
7011	DISCOVERY BOOK CO		12269	JUVENILE BOOKS PER ATTACHED				7.95
7025	WATERLOO HISTORICAL SOCIETY		12296	PERIODICALS				200.00
7029	NEFF VIDEO PRODUCTIONS		12300	NON-PRINT				149.80
7032	RIGHT TO LIFE ED FOUND INC		12303	NON-PRINT				150.00
7035	THEATRE HISTORICAL SOC OF AMER		12306	NON-PRINT				25.00
7037	VESTRON VIDEO		12308	NON-PRINT				34.96
7045	J2 COMMUNICATIONS		12316	NON-PRINT				19.95
7046	SILVER EAGLE COMMUNICATIONS		12317	NON-PRINT				29.95
7055	AAA FOUNDATION FOR TRAFFIC SAF		12359	NON-PRINT				260.00
7061	COLLEGE BOARD FILM LIBRARY		12390	NON-PRINT				90.05
7062	ACCESS		12361	NON-PRINT				295.00
7064	AMERICAN NAME SOCIETY		12365	PERIODICALS				15.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7069	AMERICAN COMPUTER SERVICE INC	13612	REPAIR PRINTHEAD - OKIDATA 391		250.00		
		13975	40MB HARD DRIVE	725.00			
		13976	COMPAQ 386/33L 4MB RAM 1.44 MB	11,025.00			
7069	AMERICAN COMPUTER SERVICE INC			11,750.00			
					250.00		
7091	AMERICAN PROTRAIT FILMS	12366	NON-PRINT				77.10
7095	BATH COUNTY HISTORICAL SOCIETY	12370	BOOKS				39.95
7099	JOAN BAKE BRUBAKER	12377	BOOKS				45.00
7107	CLAY COUNTY HISTORY BOOK COMMI	12388	BOOKS				55.00
7110	MARILYN DEVRIES	12396	BOOKS				8.00
7112	DORIS A GAUTHIER	12433	BOOKS				4.50
7116	INTECK ASSOCIATES	12448	PERIODICALS				40.00
7121	O H & R H MILLER	12469	BOOKS				16.00
7124	OLD MINES AREA HISTORICAL SOCI	12478	BOOKS				52.00
7125	PLEASANTON HISTORICAL SOCIETY	12480	BOOKS				37.50
7126	POPE COUNTY HISTORICAL ASSN	12683	PERIODICALS				30.00
7127	PRESERVATION PRESS	12685	NON-PRINT				19.95
7128	JOHN L SCHLENKER	12689	BOOKS				10.00
7144	WRIGHT-MOORE CORP	12603	SAVIN 330 PAPER				20.00
7153	HALL OF THE STATES #242	12539	FEDERAL DIRECTORY FOR INDIANA				30.00
7155	TULARE COUNTY HISTORICAL SOCIE	12719	PERIODICALS				40.00
7157	SCOTT COUNTY HERITAGE	12721	BOOKS				52.00
7171	CHELSEA HOUSE PUBLISHERS	12623	JUVENILE NONFICTION BOOKS PER				907.15
7173	TROLL ASSOCIATES	13879	BOOKS	118.65			
7176	CURRENT INC.	12682	MODEMS & CABLES FOR HVAC AT				209.00
7193	BOWKER ELECTRONIC PUBLISHING	12741	BOOKS				1,195.00
		13309	BOOKS IN PRINT PLUS (CD ROM)			1,621.00	
7193	BOWKER ELECTRONIC PUBLISHING					1,621.00	
							1,195.00

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7197	CHELSEA HOUSE PUBLISHERS	12748	BOOKS				521.98
7199	DATAQUEST INC	12752	BOOKS				375.00
7200	DESCHUTES PIONEERS ASSOCIATION	12753	PERIODICALS				50.00
7202	ENTERTAINMENT YELLOW PAGES	12756	BOOKS				14.95
7203	FEDERAL RESERVE BANK OF RICHMO	12797	BOOKS				9.00
7214	LYNN & DAVIS	12816	BOOKS				11.90
7218	S&B BOOKS LTD	12977	BOOKS				22.56
7219	SAX ARTS & CRAFTS	12978	BOOKS				13.96
7220	SHERIDAN HOUSE INC	12979	BOOKS				5.95
7222	TEXARKANA USA GENEALOGICAL SO	12985	PERIODICALS				20.00
7225	UNDERWOOD/MILLER	12952	BOOKS				150.00
7227	VU/TEXT INFORMATION SERVICES I	12955	BOOKS				90.00
7257	GRAND HAVEN GENEALOGICAL SOCIE	12897	BOOKS				10.00
7259	EMILIE K HARTZ	12899	BOOKS				90.00
7261	HIGHLAND SESQUICENTENNIAL COMM	12903	BOOKS				25.00
7269	OGEMAW GENEALOGICAL & HIST SOC	12929	BOOKS				12.00
7286	DENISON LIBRARY GENEALOGY GROU	12860	PERIODICALS				30.00
7287	SCOTT CO GENEALOGICAL SOCIETY	12864	PERIODICALS				32.00
7288	WHEELING AREA HISTORICAL SOCIE	12866	PERIODICALS				50.00
7298	DONNA DICKSON	13233	PERIODICALS				10.00
7300	SOCIETE HISTORIQUE DU MADAWASK	13235	PERIODICALS				20.00
7314	FUTURE NOW INC	13142	OKIDATA ML/182 - TURBO SERIAL				364.00
		13807	OKIDATA 391 PRINTER W/CABLE	695.00			
7314	FUTURE NOW INC			695.00			
							364.00
7361	PIKE COUNTY HISTORICAL SOCIETY	13435	PERIODICALS			50.00	
7365	STEPHENS COUNTY GENEALOGICAL S	13436	PERIODICALS			50.00	

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7367	AIR FORCE MUSEUM FOUNDATION IN	13427	PERIODICALS			100.00	
7372	REVISIONIST PRESS	13305	0-87700-544-3 NUTRITIVE VALUE			330.90	
7374	SCRIBNER	13306	0-684-18165-7 WRITERS FOR			1,925.00	
7375	BOOKS BRITAIN	13307	0-330-02655-0 FLIGHT OF THE			5.95	
7396	ONEIDA HISTORICAL SOCIETY	13425	PERIODICALS			120.00	
7402	PRESERVATION EMPORIUM	13455	41662037 PHOTO SLEEVES 8.5X11"			52.00	
7408	ADAMS/REMCO INC	13471	RENTAL OF TEN (10) SAVIN 7220			552.54	
7411	OXFORDSHIRE FAMILY HISTORY SOC	13560	PERIODICALS		15.00		
7412	SOCIETY OF LOYALISTS DESCENDAN	13561	PERIODICALS		60.00		
7413	SUSQUEHANNA MAGAZINE	13562	PERIODICALS		160.00		
7421	LINDA SCOTT	13502	HONORARIUM FOR PROGRAM		25.00		
7424	COLORADO HISTORICAL SOCIETY	13541	PERIODICALS		50.00		
7425	CONCORDIA HISTORICAL INSTITUTE	13542	PERIODICALS		600.00		
7426	CRAIGMILES GENEALOGY & HIST RE	13543	PERIODICALS		20.00		
7428	FAMILY TREE DIGEST	13545	PERIODICALS		40.00		
7430	GARLAND GENEALOGICAL SOCIETY	13547	PERIODICALS		20.00		
7431	MARINE MUSEUM OF THE GREAT LAK	13549	PERIODICALS		60.00		
7433	PORTSMOUTH GENEALOGICAL SOCIET	13552	PERIODICALS		10.00		
7434	SAN JOAQUIN CO HISTORICAL SOCI	13553	PERIODICALS		5.00		
7435	WINNEBAGOLAND GENEALOGICAL SOC	13556	PERIODICALS		40.00		
7461	ACADEMY CHICAGO PUBS LTD	13632	BOOKS		25.90		
7462	ADDISON WESLEY PUBLISHING CO I	13633	BOOKS		7.95		
7464	AMERICAN BIBLE SOCIETY	13635	BOOKS		20.05		
7466	ASHLAND & BAYFIELD COS TREE CL	13638	PERIODICALS		20.00		
7472	CHEMICAL PUBLISHING CO INC	13710	BOOKS	1,765.00			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7473	CHICAGO IRISH ANCESTRY	13711	PERIODICALS	40.00			
7478	CROCUS ENTERTAINMENT INC	13722	NON-PRINT	19.90			
7479	CSA LIMITED	13723	NON-PRINT	69.95			
7482	EASTIN PHELAN CORPORATION	13731	NON-PRINT	1,582.00			
7483	EDUCATIONAL MUSIC SERVICE	13733	BOOKS	58.95			
7485	FAS-TRACK COMPUTER PRODUCTS	13740	NON-PRINT	673.00			
7486	FIRST BYTE	13743	NON-PRINT	49.95			
7488	FRIENDS OF STEELY LIBRARY	13746	BOOKS	5.00			
7489	GATEWAY PRODUCTIONS INC	13748	NON-PRINT	135.00			
7493	HEART/MIND PRODUCTIONS	13756	NON-PRINT	8.00			
7495	INGRAM CUSTOMER SYSTEMS INC	13842	BOOKS	505.00			
7500	JACKSON COUNTY CHAPTER OGS	13785	PERIODICALS	10.00			
7509	LONGWOOD PUBLISHING GROUP INC	13813	BOOKS	13.95			
7512	MARSHFIELD AREA GENEALOGY GROU	13816	PERIODICALS	20.00			
7514	MAVERICK BOOKS	13818	BOOKS	23.90			
7515	MEDIA HOME ENTERTAINMENT	13821	NON-PRINT	29.90			
7516	JOYCE MEDIA INC	13790	NON-PRINT	69.00			
7523	NATIONAL APPLEWORKS USERS GROU	13834	BOOKS	4.00			
7524	NATIONAL DIRECTORY OF AIDS CAR	13836	BOOKS	60.00			
7526	NEW DECADE PRODUCTIONS	13853	NON-PRINT	85.00			
7527	NEW HORIZONS SOFTWARE INC	13843	NON-PRINT	65.00			
7530	PARAGON	13844	BOOKS	35.90			
7532	PIKE CO GENEALOGICAL SOCIETY	13849	PERIODICALS	40.00			
7535	THE PLAN	13850	BOOKS	30.10			
7537	PRACTICE MANAGEMENT ASSOCS LTD	13854	BOOKS	29.95			

Ven#	Name	P.O. nbr	Description	Current to 30	31 to 60	61 to 90	91 and over
7538	PRESERVATION SOC OF NEWPORT CO	13855	PERIODICALS	50.00			
7539	RHINO HOME VIDEO	13856	NON-PRINT	19.95			
7542	SLM DISTRIBUTIONG COMPANY	13859	BOOKS	29.21			
7544	SOFT-LOGIK PUBLISHING CORP	13861	NON-PRINT	75.00			
7545	SOUTH WESTERN PUBLISHING CO	13862	BOOKS	20.00			
7546	SUFFLOK INSTITUTE OF ARCHAEOLO	13865	PERIODICALS	10.00			
7547	TAPESTRY LEARNING	13867	NON-PRINT	288.00			
7549	TJ PUBLISHERS INC	13876	BOOKS	29.95			0.c
7550	TRANSATLANTIC ARTS INC	13877	BOOKS	6.95			
7552	TURNER HOME ENTERTAINMENT	13880	NON-PRINT	19.95			
7553	VIDEO RELEASING CO	13884	NON-PRINT	39.95			0.c
7557	GTE TELEPHONE OPERATIONS NORTH	13966	BOOKS	1,897.70			82,110.40+
7558	JIM WOOD	13888	BOOKS	26.00			8,747.28+
7559	INTERNATIONAL VIDEO ENTERTAINM	13781	NON-PRINT	14.95			6,708.96+
7572	DISPLAYSOURCE	13688	12" LETTER "A"	16.70			361,240.02+
7590	HSA	13806	CROWN PDD-160 MICROPHONES	464.00			004 458,806.66 -12.
7597	DAN NICHOLS	13902	EXTERIOR PHOTOS OF ABT, DPT &	337.50			000 458,794.66
7610	ALAMO CORP.	13979	DRAPERY, KASMIR #AC2064	1,629.90			
7611	BROOKS CONSTRUCTION CO	13980	ASPHALT PARKING LOT - WOODBURN	8,000.00			
** Report total **				82,110.40	8,747.28	6,708.96	361,240.02

Number of lines printed = 947

*** End of report ***

ALLEN COUNTY PUBLIC LIBRARY
Carryover Encumbrance List
December 31, 1990

There are $12 in P.O.s which appear on the POAGING run which should not be included. All are 1991 items.

They are:

Vendor #	Amount
0172	$3.00
0454	1.00
0455	1.00
0467	1.00
2914	1.00
3065	1.00
3818	1.00
3819	1.00
3820	1.00
4932	1.00
	$12.00

Reconciliation by fund:

From POAGING report	
Current to 30	82,098.40
31 to 60	8,747.28
61 to 90	6,708.96
91 and over	361,240.02
Total by Purchase Order Aging Report	458,794.66
From Encumbrance Ledger	
01 Operating Fund	169,781.74
21 Automation Fund	189,166.85
27 Construction Fund	99,745.97
41 Gift Fund	100.10
Total per Encumbrance Ledger	458,794.66

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

January 24, 1991

RESOLUTION TO PUBLISH NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS	)	No. 1991-5

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of February 28, 1991, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
4405 Television Equipment.....	$ 26,966.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

President

Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF FINANCE

Meeting of February 7, 1991

The Board of Finance of the Allen County Public Library met on Thursday, February 7, 1991, at 4:00 p.m. in the board room of the main library. Those present were Mr. McMahan, presiding, Mrs. Riley, Mr. Carmean and Mrs. Koehlinger.

The director opened proposals received from eligible financial institutions to be designated as depositories of the public funds of the Allen County Public Library. Proposals were received from the following financial institutions:

Farmers and Merchants Bank
Summit Bank
Grabill Bank
Star Bank
Indiana National Bank
Fort Wayne National Bank
Lincoln National Bank
Home Loan Savings Bank
Standard Federal Bank
Garrett State Bank

On motion of Mr. Carmean all of the foregoing named financial institutions were designated as depositories of the public funds of the Allen County Public Library.

There being no further business to come before the Board of Finance, the meeting was adjourned at 4:15 p.m.

President

Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims February 7, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $290,325.82 on February 7, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	1/25/91	(#2934)		$ 823.00
Payroll				
02/01/91	gross $178,634.79		net	127,839.68
02/08/91	Payroll taxes (electronic transfer)			53,681.09
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 02/01/91				3,687.35
Dated 02/08/91				104,294.70
Less VOIDS:	None			0.00
Accounts Payable Check Batches Subtotal:				$107,982.05
Grand Total			$	$290,325.82

Mrs. Koehlinger, Mrs. Riley, Mr. Carmean, and Mr. McMahan approved and signed the register of claims as presented by the director.

Secretary Pro Tempore

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 28, 1991
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of January 24, 1991, and meeting for approval of claims of February 7, 1991 and meeting of Board of Finance of February 7, 1991.

4. Financial report for January, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

   a. Long Range Planning Committee.

8. Personnel.

9. Public hearing on proposed additional appropriations.

10. Resolution No. 1991-6, "Resolution of Appropriations."

11. Approval of grant to Cable Television Programming Advisory Committee.

12. Resolution No. 1991-7, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resources Library (MURL) Grant Under the Library Services and Construction Act in the Amount of $15,954."

13. Proposed board meeting locations.

14. Other business.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of February 28, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 28, 1991, at 3:00 p.m. in Room 4 of the main library. Those present were Mr. McMahan presiding, Mr. Andorfer, Mr. Carmean and Mrs. Gates. Absent: Mrs. Riley, Mrs. Koehlinger, and Mr. Coleman.

On motion of Mr. Carmean the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of January 24, 1991, the minutes of the approval of claims of February 7, 1991, and the minutes of the Board of Finance of February 7, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for January, 1991 as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Gates, the claims were approved for payment.

Manual checks: 2/22/91 #2935				$ 1,049.00
Payroll				
	02/15/91	gross 180,315.23	net	128,179.36
	02/15/91	Payroll taxes (electronic transfer)		53,804.29
	03/01/91	gross 182,702.85	net	129,382.70
	03/01/91	Payroll taxes (electronic transfer)		55,159.18

Accounts Payable Check Batches	
(See "Vendor Check History" for detail of total)	
Dated 02/15/91	7,315.95
02/28/91	258,521.18
03/01/91	4,238.35
Less VOIDS: None	0.00
Accounts Payable Check Batches Subtotal:	$270,075.48
Grand Total	$637,650.01

REPORT OF DIRECTOR

The Allen County Public Library Foundation board elected new officers at their first quarterly meeting. The officers are: Neil A. Anderson, chairman, Patricia E. Riley, vice chairman, Lawrence T. Kissko, secretary, Herbert W. Cooper, treasurer.

Science Riot, a month-long series of programs featuring the sciences, culminated February 23 with a day-long extravaganza at main library. Attendance was excellent and the entire program was an unqualified success.

The circulation desk area is being re-designed by Archonics, architects for the children's room renovation. The board viewed a scale model of the proposed new desk and lobby configuration, making several suggestions that will be communicated to the architects.

CL-CAT, the online catalog subsystem of the CLSI automation system, is in the early phase of implementation. Test indexing is being performed on the library's database. The online catalog will be evaluated and checked, any necessary modifications made to system parameters, and final indexing will then begin. CL-CAT will be usable as soon as indexing begins, but it will take several months to index the complete database.

Mr. Krull called on Mr. Fortriede for a report on library service statistics for the month of January and for the year to date.

LONG RANGE PLANNING COMMITTEE

Mr. Andorfer, committee chairman, reported on a review of the library's circulation policy prompted by a patron complaint. The patron had objected to the section of the policy that places a limit of three on the number of items a newly registered borrower may check out. The new borrower's permanent card is sent through the mail as a means of verifying the address given at the time of registration. When the

permanent library card is received, the patron may check out an unlimited number of items. The committee investigated possible alternatives to this policy, but concluded that the current policy effectively protects the library from potentially large losses of material, with little inconvenience to patrons. Therefore, the committee recommended that the current policy remain unchanged. On motion of Mr. Andorfer, the board approved this recommendation of the committee.

Mr. Andorfer also reported that the long range planning process is underway. Mr. Krull added that there has been widespread interest among the staff in participating in the planning process. A staff steering committee has met to organize the planning effort, and task forces are being established to study various areas of the library's operation. The board's Long Range Planning Committee will work closely with the steering committee throughout the process.

PERSONNEL

On motion of Mr. Carmean the following personnel actions were approved:

Appointments:

Bethann Peters	Troubleshooter Circulation Services	#469	$13,790.14
David Ivey	Librarian II Business & Technology	#302	$24,000.08
Chad Hesting	Courier Security Services	#454	$11,918.40
Shawn Wallace	3rd Shift Housekeeper Housekeeping Services	#473	$12,220.00
Rebecca Schipper	Preservation Technical Services	#546	$14,055.60

PUBLIC HEARING ON PROPOSED ADDITIONAL APPROPRIATIONS

Mr. McMahan opened the meeting for a public hearing on proposed additional appropriations in the amount of $26,966.00 for the purchase of television production equipment. No taxpayers appeared to be heard on this matter and the public hearing was declared closed.

RESOLUTION OF APPROPRIATIONS

Mr. Andorfer moved the adoption of Resolution No. 1991-5, "Resolution of Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL OF CONTRACT WITH INDIANA STATE LIBRARY FOR ADMINISTRATION OF MURL GRANT

Mr. Carmean moved the adoption of Resolution No. 1991-6, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Major Urban Resource Library (MURL) Grant Under the Library Services and Construction Act." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

BOARD MEETING LOCATIONS - 1991

The board agreed on the following schedule of regular meeting locations for 1991:

Thursday, January 24, 1991	Main Library
Thursday, February 28, 1991	Main Library
Thursday, March 28, 1991	Dupont Branch
Thursday, April 25, 1991	Aboite Branch
Thursday, May 23, 1991	Woodburn Branch
Thursday, June 27, 1991	Little Turtle Branch
Thursday, July 25, 1991	Main Library
Thursday, August 22, 1991	Georgetown Branch
Thursday, September 26, 1991	Waynedale Branch
Thursday, October 24, 1991	New Haven Branch
Thursday, November 26, 1991	Tecumseh Branch
Monday, December 30, 1991	Main Library

STAFF DEVELOPMENT DAY -1991

On motion of Mr. Andorfer, the board approved closing the library system on Friday, May 17, 1991, for the system-wide staff development day.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:40 p.m.

Dean McMahan
President

Patricia E Riley
Secretary

ALLEN COUNTY PU[illegible] LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 1/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	0.00	100.00%	0.00	0.00	0.00	100.00%	7,800.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	25.00	99.38%	0.00	0.00	25.00	99.38%	800.00	825.00	3,200.00	80.00%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	7,568.85	81.08%	2,739.57	0.00	4,829.28	87.93%	0.00	4,829.28	35,170.72	87.93%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	756.40	94.96%	701.40	0.00	55.00	99.63%	1,296.61	1,351.61	13,985.89	93.24%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	8,350.25	88.56%	3,440.97	0.00	4,909.28	93.27%	9,896.61	14,805.89	59,156.61	81.04%
3201	TELEPHONE SERVICE	95,000	95,000		95000	8,496.09	91.06%	2,000.00	0.00	6,496.09	93.16%	0.00	6,496.09	88,503.91	93.16%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	4,747.86	93.22%	428.86	0.00	4,319.00	93.83%	36,000.00	40,319.00	29,681.00	42.40%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	89.90	98.20%	53.90	0.00	36.00	99.28%	0.00	36.00	4,964.00	99.28%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	4,963.75	88.97%	664.22	0.00	4,359.53	90.31%	0.00	4,359.53	40,640.47	90.31%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	18,297.60	91.49%	3,086.98	0.00	15,210.62	92.93%	36,000.00	51,211	163,789	76.18%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	21.78	97.82%	21.78	0.00	0.00	100.00%	0.00	0.00	1,000.00	100.00%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	5,000.00	100.00%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	21.78	99.64%	21.78	0.00	0.00	100.00%	0.00	0.00	6,000.00	100.00%
3401	INSURANCE	115,000	115,000		115000	47,230.00	58.93%	0.00	0.00	47,230.00	58.93%	0.00	47,230.00	67,770.00	58.93%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	47,230.00	58.93%	0.00	0.00	47,230.00	58.93%	0.00	47,230.00	67,770.00	58.93%
3501	NATURAL GAS	130,000	130,000		130000	19,356.12	85.12%	1,399.02	0.00	17,951.10	86.19%	0.00	17,951.10	112,048.90	86.19%
3502	ELECTRICITY	340,000	340,000		340000	9,128.83	97.32%	4,198.36	0.00	4,930.47	98.55%	0.00	4,930.47	335,069.53	98.55%
3503	WATER & SEWER	12,000	12,000		12000	1,508.30	91.60%	715.01	0.00	293.29	97.56%	0.00	293.29	11,706.71	97.56%
3504	TRASH DISPOSAL	9,000	9,000		9000	833.00	90.74%	0.00	0.00	833.00	90.74%	9,163.00	9,996.00	(996.00)	-11.07%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	30,320.25	93.82%	6,312.39	0.00	24,007.86	95.11%	9,163.00	33,170.86	457,829.14	93.24%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	367.09	99.39%	367.09	0.00	0.00	100.00%	7,385.27	7,385.27	54,210.94	90.35%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	259.00	98.96%	259.00	0.00	0.00	100.00%	2,077.16	2,077.16	25,172.84	100.69%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	3,245.50	85.25%	3,245.50	0.00	0.00	100.00%	2,234.75	2,234.75	19,765.25	89.84%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	35,821.97	72.44%	2,449.76	0.00	33,372.21	74.33%	92,684.59	126,056.80	4,415.00	3.40%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	1,572.74	96.07%	587.38	0.00	985.36	97.54%	39,468.18	40,453.54	99.00	0.25%
3606	VEHICLE SERVICE	25,000	25,000	267.65	25267.65	1,148.77	95.46%	1,085.92	0.00	62.85	99.75%	482.55	545.40	24,662.25	98.65%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	4,652.19	93.71%	2,490.66	0.00	2,161.53	97.08%	41,402.17	43,563.70	34,992.32	47.29%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	5,634.22	385634.2	47,867.26	87.48%	10,485.31	0.00	36,581.95	90.27%	185,734.67	222,316.62	163,317.60	43.44%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT-GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1991

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 1/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	6,363.54	87.27%	1,692.81	0.00	4,670.73	90.66%	40,061.35	44,732.08	5,361.42	10.72%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	6,363.54	87.27%	1,692.81	0.00	4,670.73	90.66%	40,061.35	44,732.08	5,361.42	10.72%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	1,347.50	85.03%		0.00	1,347.50	85.03%	0.00	1,347.50	7,652.50	85.03%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	1,114.90	97.21%	1,114.90	0.00	0.00	100.00%	5,266.63	5,266.63	34,762.47	86.91%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	6,166.57	93.21%	4,751.57	0.00	1,355.00	98.49%	11,225.44	12,580.44	78,645.00	87.38%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	8,568.97	94.01%	5,866.47	0.00	2,702.50	98.11%	16,492.07	19,194.57	125,059.97	87.45%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	166,219.65	88.68%	30,906.71	0.00	135,312.94	90.79%	297,347.70	432,660.64	1,048,284.12	71.36%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	3,703.82	98.15%	219.95	0.00	3,483.87	98.26%	307.60	3,791.47	200,102.40	100.05%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	125.00	99.75%	125.00	0.00	0.00	100.00%	11,959.00	11,959.00	50,000.00	100.00%
4405	TELEVISION EQUIPMENT	10,000	10,000	8,776.54	18776.54	516.02	94.82%	54.02	0.00	464.00	95.36%	9,614.54	10,078.54	8,698.00	86.98%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	280,000	24,629.41	304629.4	4,346.84	98.45%	398.97	0.00	3,947.87	98.59%	21,881.14	25,829.01	278,800.40	99.57%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	56,963.31	96.29%	19,956.81	0.00	37,006.50	97.59%	345,415.27	382,421.77	1,250,763.83	81.52%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	43,340.91	85.55%	637.12	0.00	42,703.79	85.77%	5,530.84	48,234.63	257,114.17	85.70%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	9,413.39	94.77%	8,734.05	0.00	679.34	99.62%	21,585.28	22,264.62	179,897.53	99.94%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	342.17	99.32%	317.42	0.00	24.75	99.95%	31,475.03	31,499.78	18,735.25	37.47%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	110,059.78	94.67%	29,645.40	0.00	80,414.38	96.10%	404,006.42	484,420.80	1,706,510.78	82.67%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,344,281	151,279.99	2495560.	114,406.62	95.12%	30,044.37	0.00	84,362.25	96.40%	425,887.56	510,249.81	1,985,311.18	84.69%
	TOTAL EXPENDITURES	9,894,281	9,894,281	169,781.74	10064062	744,467.65	92.48%	330,756.45	274,854.74	688,565.94	93.04%	749,241.42	1,437,807.36	8,626,255.38	87.18%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(485,245.98)		(190,766.26)	(262,854.74)	(557,334.46)		(749,241.42)	(1,437,807.36)	355,080.14	

January 1991 - UNAUDITED
COMB0191

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT JANUARY 31, 1991

12-Feb-91

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS						
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	JANUARY 31 1991	JANUARY 31 1990
ASSETS											
CASH ON DEPOSIT	397,482	15,267	0	38,833	190	152,097	91,524			695,394	1,541,318
CASH ON HAND	3,318									3,318	2,433
CASH WITH FISCAL AGENT				220						220	568
INVESTMENTS AT COST	503,079			65,000	35,000	0	0			603,079	2,500,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	0					0	0			0	15,632
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	0
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									103,833	103,833	51,115
AMT TO BE PROVIDED--RET OF DEBT									10,926,167	10,926,167	11,211,385
AMT TO BE PROVIDED--VAC PAY LIAB									246,479	246,479	230,000
TOTAL ASSETS	915,879	15,267	0	104,053	35,190	152,097	91,524	26,547,884	11,276,479	39,138,374	30,304,878
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	3,698	0	0			0	11,725			15,423	5
TEMPORARY LOANS/FINANCING	0									0	0
ACCRUED WAGES & BENEFITS	274,855								246,479	521,334	460,258
UNREMITTED WITHHOLDINGS	7,843									7,843	8,935
DEPOSITS PAYABLE(Record & Other)	(5)									(5)	(25)
DUE TO OTHER FUNDS	0									0	0
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	568
G O BONDS & CAP LEASES PAYABLE	0								11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	286,391	0	0	220	0	0	11,725	0	11,276,479	11,574,815	11,732,241
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	749,241	131	0	0	0	151,587	89,556	0	0	990,515	970,161
RESERVED FOR PREPAID ITEMS										0	0
RESTRICTED-SPECIAL REVENUE		15,136	0							15,136	6,879
DESIGNATED FOR DEBT SERVICE				103,833		0				103,833	51,115
UNRESERVED	(119,753)		0		35,190	510	(9,757)			(93,810)	2,804,054
TOTAL FUND EQUITY	629,488	15,267	0	103,833	35,190	152,097	79,799	26,547,884	0	27,563,560	18,572,636
TOTAL LIABILITIES & FUND EQUITY	915,879	15,267	0	104,053	35,190	152,097	91,524	26,547,884	11,276,479	39,138,374	30,304,877

MODIFIED ACCRUAL
UNAUDITED
JANUARY 1991
COMR9101

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 1991

18-Feb-91

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	JAN 31, 1991	JAN 31, 1990
REVENUES:									
AUTO EXCISE TAX	0.00			0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00			0.00				0.00	0
INTANGIBLES TAX & COIT	80,176.25			0.00				80,176.25	0
USER FEES	29,864.16							29,864.16	21,210
INTERGOVERNMENTAL REVENUE	0.00		0.00					0.00	2,607
PARKING FEES	8,766.91							8,766.91	13,507
GIFTS & DONATIONS	1.50	495.00						496.50	51
INTEREST	9,560.73					1,278.61	481.17	11,320.51	32,822
OTHER REVENUES & PROCEEDS	2,861.93			0.00				2,861.93	3,288
TOTAL REVENUES	131,231.48	495.00	0.00	0.00	0.00	1,278.61	481.17	133,486.26	73,486
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	464,210.10	0.00	0.00					464,210.10	405,778
SUPPLIES	4,680.65	0.00	0.00			0.00		4,680.65	18,506
PROFESSIONAL SERVICES	4,909.28	0.00	0.00			32,223.58	0.00	37,132.86	29,665
COMMUNICATION & TRANSPORTATION	15,210.62		0.00			0.00		15,210.62	10,349
INSURANCE	47,230.00							47,230.00	0
UTILITY SERVICES	24,007.86							24,007.86	16,444
REPAIRS & MAINTENANCE	36,581.95					0.00		36,581.95	2,292
LEASING & MISCELLANEOUS SERVICES	7,373.23	0.00	0.00			0.00		7,373.23	7,179
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	3,947.87	0.00	0.00			2,390.55	0.00	6,338.42	374,653
LIBRARY MATERIALS	80,414.38	0.00	0.00			0.00	15.04	80,429.42	12,844
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	118,640
TOTAL EXPENDITURES	688,565.94	0.00	0.00	627,102.50	0.00	34,614.13	15.04	1,350,297.61	1,223,850
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(557,334.46)	495.00	0.00	(627,102.50)	0.00	(33,335.52)	466.13	(1,216,811.35)	(1,150,365)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(557,334.46)	495.00	0.00	(627,102.50)	0.00	(33,335.52)	466.13	(1,216,811.35)	(1,150,365)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,574
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-JAN 31 '91	629,488.18	15,267.21	0.00	103,833.36	35,189.99	152,097.05	79,799.32	1,015,675.11	3,832,209

January 1991 unaudited
ER-01REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1991

13-Feb-91
10:00 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 1/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	0.00		0.00		0.00				1,032,859.00	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	0.00		0.00		0.00				6,758,398.00	
5103	INTANGIBLES TAX	92,984	92,984		92984	33,913.20		33,913.20		0.00				92,984.00	
5104	COUNTY INCOME TAX	749,726	749,726		749726	104,851.44		24,675.19		80,176.25				669,549.75	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	138,764.64		58,588.39	0.00	80,176.25				8,553,790.75	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	12,602.48				12,602.48				107,397.52	
5202	EXTENDED USE FEES	130,000	130,000		130000	17,087.08		0.00	0.00	17,087.08				112,912.92	
5203	FAX FEES	1,000	1,000		1000	174.60				174.60				825.40	
	TOTAL USER FEES	251,000	251,000	0.00	251000	29,864.16	0.00	0.00	0.00	29,864.16				221,135.84	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	0		0	69,523.92		69,523.92	0.00	0.00				0.00	
	TOTAL GRANTS	4,000	4,000	0.00	4000	69,523.92		69,523.92	0.00	0.00				4,000.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	1,154.78				1,154.78				(1,154.78)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	6,400.00				6,400.00				(6,400.00)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	1,212.13				1,212.13				(1,212.13)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	0.00		12,000.00	12,000.00	0.00				150,000.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	8,766.91		12,000.00	12,000.00	8,766.91				141,233.09	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	1.50				1.50				98.50	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	9,560.73			0.00	9,560.73				30,439.27	
5701	ACPL PUBLICATIONS	300	300		300	8.50			0.00	8.50				291.50	
5702	RESEARCH SERVICES	18,000	18,000		18000	1,314.74				1,314.74				16,685.26	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	812.05		(122.12)	0.00	934.17				11,065.83	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	312.10				312.10				2,887.90	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	292.42				292.42				(292.42)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	2,739.81		(122.12)	0.00	2,861.93				30,638.07	
	TOTAL REVENUES	9,117,567	9,117,567	0.00	9112567	259,221.67	0.00	139,990.19	12,000.00	131,231.48				8,981,335.52	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 1/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	204,429.31	94.56%	158,564.57	190,105.48	235,970.22	93.72%		235,970.22	3,524,029.78	93.72%
1102	SALARIED OVERTIME	0	0		0	422.64	ERR			422.64	ERR		422.64	(422.64)	ERR
1103	SALARIED VACATION	0	0		0	24,990.78	ERR			24,990.78	ERR		24,990.78	(24,990.78)	ERR
1104	SALARIED SICK PAY	0	0		0	5,592.94	ERR			5,592.94	ERR		5,592.94	(5,592.94)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	828.13	ERR			828.13	ERR		828.13	(828.13)	ERR
1106	SALARIED HOLIDAY	0	0		0	42,103.63	ERR			42,103.63	ERR		42,103.63	(42,103.63)	ERR
1107	SALARIED JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	269.13	ERR			269.13	ERR		269.13	(269.13)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	1,205.47	ERR			1,205.47	ERR		1,205.47	(1,205.47)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	1,604.99	ERR			1,604.99	ERR		1,604.99	(1,604.99)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	862.29				862.29			862.29	(862.29)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	282,309.31	92.49%	158,564.57	190,105.48	313,850.22	91.65%	0.00	313,850.22	3,446,149.78	91.65%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	58,552.08	94.14%	39,641.14	52,314.16	71,225.10	92.88%		71,225.10	928,774.90	92.88%
1202	HOURLY OVERTIME	0	0		0	189.85	ERR			189.85	ERR		189.85	(189.85)	ERR
1203	HOURLY VACATION	0	0		0	3,378.66	ERR			3,378.66	ERR		3,378.66	(3,378.66)	ERR
1204	HOURLY SICK PAY	0	0		0	96.55	ERR			96.55	ERR		96.55	(96.55)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,519.18				1,519.18			1,519.18	(1,519.18)	ERR
1206	HOURLY HOLIDAY	0	0		0	8,994.92	ERR			8,994.92	ERR		8,994.92	(8,994.92)	ERR
1207	HOURLY JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	72,731.24	92.73%	39,641.14	52,314.16	85,404.26	91.46%	0.00	85,404.26	914,595.74	91.46%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	0.00	100.00%			0.00	100.00%		0.00	160,000.00	100.00%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	3,864.81	87.12%			3,864.81	87.12%		3,864.81	26,135.19	87.12%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	3,864.81	97.97%	0.00	0.00	3,864.81	97.97%	0.00	3,864.81	186,135.19	97.97%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	358,905.36	92.75%	198,205.71	242,419.64	403,119.29	91.86%	0.00	403,119.29	4,546,880.71	91.86%
1501	EMPLOYER FICA	365,000	365,000		365000	27,249.70	92.53%	15,162.74	18,545.10	30,632.06	91.61%		30,632.06	334,367.94	91.61%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	155,000	155,000		155000	35,159.94	77.32%	41,159.94	13,890.00	7,890.00	94.91%		7,890.00	147,110.00	94.91%
1504	GROUP INSURANCE	275,000	275,000		275000	22,568.75	91.79%	0.00		22,568.75	91.79%		22,568.75	252,431.25	91.79%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	84,978.39	89.38%	56,322.68	32,435.10	61,090.81	92.36%	0.00	61,090.81	738,909.19	92.36%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	443,883.75	92.28%	254,528.39	274,854.74	464,210.10	91.93%	0.00	464,210.10	5,285,789.90	91.93%

ALLE[illegible]TY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED January 31, 1991

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 1/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	1,156.62	97.69%	1,156.62	0.00	0.00	100.00%	4,044.22	4,044.22	45,975.78	91.95%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	1,156.62	97.69%	1,156.62	0.00	0.00	100.00%	4,044.22	4,044.22	45,975.78	91.95%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	2,253.90	90.98%	755.10	0.00	1,498.80	94.00%	1,584.39	3,083.79	23,413.01	93.65%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	795.82	93.88%	777.07	0.00	18.75	99.86%	0.00	18.75	12,981.25	99.86%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	6,800.00	136.00%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	11,504.11	76.99%	11,038.21	0.00	465.90	99.07%	452.00	917.90	49,082.10	98.16%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	680.37	98.30%	0.00	0.00	680.37	98.30%	1,688.42	2,368.79	38,402.35	96.01%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	127.35	97.45%	97.85	0.00	29.50	99.41%	0.00	29.50	4,970.50	99.41%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	102.07	99.32%	102.07	0.00	0.00	100.00%	107.93	107.93	14,892.07	99.28%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	1,243.11	96.89%	258.95	0.00	984.16	97.54%	2,116.94	3,101.10	37,379.71	93.45%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	1,802.47	97.00%	893.92	0.00	908.55	98.49%	11,904.34	12,812.89	48,868.79	81.45%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	18,509.20	92.68%	13,923.17	0.00	4,586.03	98.19%	17,854.62	22,440.65	236,789.78	93.59%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	208.35	98.84%	113.73	0.00	94.62	99.47%	3,956.22	4,050.84	14,232.59	79.07%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	83.46	99.17%	83.46	0.00	0.00	100.00%	151.10	151.10	9,872.03	98.72%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	291.81	98.96%	197.19	0.00	94.62	99.66%	4,107.32	4,201.94	24,104.62	86.09%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	19,957.63	93.97%	15,276.98	0.00	4,680.65	98.59%	26,006.16	30,686.81	306,870.18	92.71%

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

February 28, 1991)
)
RESOLUTION OF APPROPRIATIONS) No. 1991-6

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
4405 Television Equipment	$26,966.00
Total	$26,966.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 28th day of February 1991, by the following aye and nay vote.

Aye	Nay

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

February 28, 1991)
)
RESOLUTION TO APPROVE A CONTRACT WITH THE) No. 1991-7
INDIANA STATE LIBRARY FOR ADMINISTRATION OF)
A MAJOR URBAN RESOURCE LIBRARY (MURL) GRANT)
UNDER THE LIBRARY SERVICES AND CONSTRUCTION)
ACT IN THE AMOUNT OF $15,954)

WHEREAS, The Allen County Public Library has been awarded a Major Urban Resource Library (MURL) grant under the Library Services and Construction Act in the amount of $15,954, to be administered under contract with the Indiana State Library, and said contract has been presented to this Board for its approval,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

1. Approval of the contract by the Board of Library Trustees, Allen County Public Library;

2. Alan McMahan and Jeffrey R. Krull are hereby authorized to execute the contract for and on behalf of the Board of Library Trustees, Allen County Public Library.

Adopted this 28th day of February, 1991

Alan McMahan
President

Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims March 15, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $226,147.78 on March 15, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	3/08/91	(#2937)		$ 1,125.00
Payroll				
03/15/91	gross $183,125.37		net	130,518.19
03/15/91	Payroll taxes (electronic transfer)			54,290.97
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 03/15/91				40,213.62
Less VOIDS:	None			0.00
Accounts Payable Check Batches Subtotal:				$ 40,213.62
Grand Total			$	$226,147.78

Mrs. Gates, Mrs. Riley, Mr. Andorfer, and Mr. McMahan approved and signed the register of claims as presented by the director.

Patricia E Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
March 28, 1991
3:00 p.m. - Aboite Branch

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of February 28, 1991, and meeting for approval of claims of March 15, 1991.

4. Financial report for February, 1991.

5. Approval of claims.

6. Report of director.

7. Committee Reports.

8. Personnel.

   a. Appointments
   b. Additions to authorized staffing table

9. Joint promotional activity.

10. Application for distribution of state funds.

11. Other business.

    a. Resolution No. 1991-8, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations."

    b. Report on circulation desk redesign - Archonics.

12. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of March 28, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 28, 1991, at 3:00 p.m. in Room 4 of the main library. Those present were Mr. McMahan presiding, Mr. Andorfer, Mr. Carmean, Mrs. Gates, Mr. Coleman and Mrs. Riley. Absent: Mrs. Koehlinger.

On motion of Mr. Carmean the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Gates, the minutes of the regular meeting of February 28, 1991, the minutes of the approval of claims of March 15, 1991.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for February, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Manual checks: 3/22/91 #2938		$ 1,230.00
Payroll		
03/29/91	gross 183,870.28 net	131,172.42
03/29/91	Payroll taxes (electronic transfer)	55,142.41
Accounts Payable Check Batches		
	(See "Vendor Check History" for detail of total)	
Dated 03/29/91		285,836.75
Less VOIDS: dated	#31726,35747,39367	(735.74)
Accounts Payable Check Batches Subtotal:		$285,101.01
Grand Total		$472,645.84

REPORT OF DIRECTOR

Mr. Krull reported on legislative issues of importance to libraries. Of particular concern are repeated attempts in the legislature to make library budgets and bond issues subject to approval by an elected fiscal body. This has led to discussions of elected library boards as a possible means of countering these threats to libraries' autonomy. A program at the Indiana Library Federation annual conference in Indianapolis will address the fiscal control issue.

A handsome free-standing donor recognition board has been installed at main library to honor donors to the library, Friends of the Library, and the ACPL Foundation. The donor recognition board is the gift of Robert Harper, foundation trustee.

Susan Hunt, Aboite branch manager, reported on activities at the new branch and described enthusiasm of local residents for having a branch library in their community.

The long range planning process is moving along well with many staff members taking part. Members of the board's Long Range Planning Committee are receiving copies of pertinent documents, and a joint meeting of the board and staff committees will be arranged soon to maintain coordination.

The Federation of Genealogical Societies will hold a national conference in Fort Wayne August 15-17, 1991. Curt Witcher, Genealogy Department manager, is conference chair and Steve Myers, assistant department manager, is program chair. Mr. Krull requested that the board approve additional hours for the Genealogy Department during the conference in order to provide conference-goers time to use the library's resources, and to minimize congestion in the department during regular hours. Additional hours would be staffed primarily with volunteers. On motion of Mr. Carmean, the board approved additional early morning and late evening hours during the conference.

Mr. Fortriede reported on service statistics for the month of February and the year to date, and described plans for 1991 summer reading activities.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Patrick Jones	Branch Manager Tecumseh Branch	#210	$31,500.04

Helen Holmstrom	Branch Manager Hessen Cassel Branch	#140	$31,500.04
Cheryl Murray	Librarian II Business & Technology	#301	$24,000.08
Stephen Miller	Interdepartmental Lib. Operations	#581	$17,060.16
Linda Stefani	Security Officer Security Services	#523	$12,730.12

ADDITIONS TO AUTHORIZED STAFFING TABLE

Branch Assistant	Grade 4	Aboite Branch	.5 FTE	$ 6,895.20
Branch Assistant	Grade 4	Dupont Branch	.5 FTE	$ 6,895.20
Total Annualized Cost				$13,790.40

Funding for these two new positions is made available by the retirement of two long-term employees, whose replacements will be hired at substantially lower rates. The savings from the difference in pay rates will offset the cost of these new positions.

JOINT PROMOTIONAL ACTIVITY

On motion of Mr. Carmean, the board approved a joint promotional activity with Arby's Restaurants. The children's book character Babar the elephant will visit several library branches.

APPLICATION FOR DISTRIBUTION OF STATE FUNDS

On motion of Mrs. Riley, the director was authorized to submit an application to the Indiana State Library for the 1991 distribution of funds to libraries.

Mr. Andorfer moved the adoption of Resolution No. 1991-8, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted appended to and made a part of these minutes.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

In order to close out the automation project fund we need to appropriate the last of the interest earnings so that money can be spent. All remaining automation funds will be spent by June 30, 1991

REDESIGN OF MAIN LIBRARY CIRCULATION DESK AND LOBBY

Ron Menze of Archonics reported on price quotes received to construct a new main library circulation desk and associated items. Because the work was estimated to cost less than $25,000.00, three quotations were solicited from qualified contractors in lieu of formal bid advertising procedures, as provided by statute.

The following quotations were received:

Robert Crosby & Son	$27,670
Hamilton Hunter	$24,206
Kinder Construction	$32,125

Based on Mr. Menze's recommendation, Mr. Coleman moved "that the low quotation of Hamilton Hunter be accepted," and that the president and director be authorized to execute a contract for the work specified. The motion carried.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:02 p.m.

Dean McMahan
President

Patricia E. Riley
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT FEBRUARY 28, 1991

	GOVERNMENTAL FUND TYPES							FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS							
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	FEBRUARY 28 1991	FEBRUARY 28 1990
ASSETS												
CASH ON DEPOSIT	192,376	15,303	0	38,833	190	129,161	68,554	0			444,417	1,640,328
CASH ON HAND	2,027										2,027	2,062
CASH WITH FISCAL AGENT				220							220	568
INVESTMENTS AT COST	155,747			65,000	35,000	0	0				255,747	1,400,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0							0	0
ACCRUED INTEREST	0					0	0				0	12,944
DUE FROM OTHER GOVERNMENTS	0			0							0	0
DUE FROM OTHER FUNDS	0			0	0						0	86,000
ACCOUNTS RECEIVABLE	12,000										12,000	12,000
FIXED ASSETS:											0	0
LAND									1,677,900		1,677,900	1,427,900
BUILDINGS									14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT									10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND										103,833	103,833	51,115
AMT TO BE PROVIDED--RET OF DEBT.										10,926,167	10,926,167	11,211,385
AMT TO BE PROVIDED--VAC PAY LIAB										258,710	258,710	230,000
TOTAL ASSETS	362,149	15,303	0	104,053	35,190	129,161	68,554	0	26,547,884	11,288,710	38,551,005	29,386,829
LIABILITIES & FUND EQUITY												
LIABILITIES:												
ACCOUNTS PAYABLE	22	0	0			0	0				22	6
TEMPORARY LOANS/FINANCING	0										0	0
ACCRUED WAGES & BENEFITS	301,871									258,710	560,581	466,822
UNREMITTED WITHHOLDINGS	20,209										20,209	17,593
DEPOSITS PAYABLE(Record & Other)	(10)										(10)	(30)
DUE TO OTHER FUNDS	0										0	86,000
LEASES PAYABLE	0									0	0	0
MATURED BONDS PAYABLE	0										0	0
MATURED INTEREST PAYABLE	0			220							220	568
G O BONDS & CAP LEASES PAYABLE	0									11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	322,092	0	0	220	0	0	0	0	0	11,288,710	11,611,022	11,833,459
FUND EQUITY:												
INVESTMENT IN FIXED ASSETS									26,547,884		26,547,884	14,740,427
FUND BALANCES:											0	
RESERVED FOR ENCUMBRANCES	726,041	70	0	0	0	198,868	90,983	0	0	0	1,015,962	997,775
RESERVED FOR PREPAID ITEMS.											0	0
RESTRICTED-SPECIAL REVENUE.		15,233	0								15,233	7,643
DESIGNATED FOR DEBT SERVICE				103,833		0					103,833	51,115
UNRESERVED	(685,984)		0		35,190	(69,707)	(22,429)	0			(742,930)	1,756,411
TOTAL FUND EQUITY	40,057	15,303	0	103,833	35,190	129,161	68,554	0	26,547,884	0	26,939,983	17,553,371
TOTAL LIABILITIES & FUND EQUITY	362,149	15,303	0	104,053	35,190	129,161	68,554	0	26,547,884	11,288,710	38,551,005	29,386,830

MODIFIED ACCRUAL
UNAUDITED
FEBRUARY 1991
COMR9102

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED FEBRUARY 28, 1991

18-Mar-91

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	FEB 28, 1991	FEB 28, 1990
REVENUES:									
AUTO EXCISE TAX	0.00			0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00			0.00				0.00	0
INTANGIBLES TAX & CDIT	160,352.50			0.00				160,352.50	0
USER FEES	56,296.65							56,296.65	40,117
INTERGOVERNMENTAL REVENUE	0.00		0.00					0.00	5,215
PARKING FEES	22,018.81							22,018.81	28,041
GIFTS & DONATIONS	8.52	591.20						599.72	858
INTEREST	13,650.94					1,972.54	898.75	16,522.23	56,749
OTHER REVENUES & PROCEEDS	13,170.79			0.00				13,170.79	8,385
TOTAL REVENUES	265,498.21	591.20	0.00	0.00	0.00	1,972.54	898.75	268,960.70	139,365
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	904,839.49	0.00	0.00					904,839.49	766,612
SUPPLIES	24,573.79	60.64	0.00			1,115.37		25,749.80	37,814
PROFESSIONAL SERVICES	16,357.24	0.00	0.00			51,940.74	0.00	68,297.98	106,140
COMMUNICATION & TRANSPORTATION	35,505.72		0.00			0.00		35,505.72	24,155
INSURANCE	49,222.00							49,222.00	400
UTILITY SERVICES	96,776.31							96,776.31	58,868
REPAIRS & MAINTENANCE	62,388.63					0.00		62,388.63	22,492
LEASING & MISCELLANEOUS SERVICES	27,873.65	0.00	0.00			0.00		27,873.65	28,777
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	4,234.97	0.00	0.00			5,188.04	5,390.38	14,813.39	746,325
LIBRARY MATERIALS	190,491.71	0.00	0.00			0.00	6,287.62	196,779.33	171,274
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	118,640
TOTAL EXPENDITURES	1,412,263.51	60.64	0.00	627,102.50	0.00	58,244.15	11,678.00	2,109,348.80	2,308,995
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,146,765.30)	530.56	0.00	(627,102.50)	0.00	(56,271.61)	(10,779.25)	(1,840,388.10)	(2,169,630)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,146,765.30)	530.56	0.00	(627,102.50)	0.00	(56,271.61)	(10,779.25)	(1,840,388.10)	(2,169,630)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,574
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-FEB 28 '91	40,057.34	15,302.77	0.00	103,833.36	35,189.99	129,160.96	68,553.94	392,098.36	2,812,943

February 1991 unaudited
ER-02REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 28, 1991

19-Mar-91
09:35 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/28/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PER REMA
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	0.00		0.00		0.00				1,032,859.00	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	0.00		0.00		0.00				6,758,398.00	
5103	INTANGIBLES TAX	92,984	92,984		92984	33,913.20		33,913.20		0.00				92,984.00	
5104	COUNTY INCOME TAX	749,726	749,726		749726	185,027.69		24,675.19		160,352.50				589,373.50	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	218,940.89		58,588.39	0.00	160,352.50				8,473,614.50	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	24,766.93				24,766.93				95,233.07	
5202	EXTENDED USE FEES	130,000	130,000		130000	31,133.83		0.00	0.00	31,133.83				98,866.17	
5203	FAX FEES	1,000	1,000		1000	395.89				395.89				604.11	
	TOTAL USER FEES	251,000	251,000	0.00	251000	56,296.65	0.00	0.00	0.00	56,296.65				194,703.35	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	0		0	69,523.92		69,523.92	0.00	0.00				0.00	
	TOTAL GRANTS	4,000	4,000	0.00	4000	69,523.92		69,523.92	0.00	0.00				4,000.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	7,805.73				7,805.73				(7,805.73)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	12,160.85				12,160.85				(12,160.85)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	1,852.23				1,852.23				(1,852.23)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	200.00		12,000.00	12,000.00	200.00				149,800.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	22,018.81		12,000.00	12,000.00	22,018.81				127,981.19	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	8.52				8.52				91.48	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	13,650.94			0.00	13,650.94				26,349.06	
5701	ACPL PUBLICATIONS	300	300		300	16.00			0.00	16.00				284.00	
5702	RESEARCH SERVICES	18,000	18,000		18000	2,373.87				2,373.87				15,626.13	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	1,565.90		(122.12)	0.00	1,688.02				10,311.98	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	685.83				685.83				2,514.17	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	8,407.07				8,407.07				(8,407.07)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	13,048.67		(122.12)	0.00	13,170.79				20,329.21	
	TOTAL REVENUES	9,117,567	9,117,567	0.00	9112567	393,488.40	0.00	139,990.19	12,000.00	265,498.21				8,847,068.79	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 28, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL @ 2/28/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	459,530.96	87.78%	158,564.57	194,445.58	495,411.97	86.82%		495,411.97	3,264,588.03	86.82%
1102	SALARIED OVERTIME	0	0		0	1,174.52	ERR			1,174.52	ERR		1,174.52	(1,174.52)	ERR
1103	SALARIED VACATION	0	0		0	33,072.75	ERR			33,072.75	ERR		33,072.75	(33,072.75)	ERR
1104	SALARIED SICK PAY	0	0		0	11,767.55	ERR			11,767.55	ERR		11,767.55	(11,767.55)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	2,803.99	ERR			2,803.99	ERR		2,803.99	(2,803.99)	ERR
1106	SALARIED HOLIDAY	0	0		0	42,103.63	ERR			42,103.63	ERR		42,103.63	(42,103.63)	ERR
1107	SALARIED JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	534.69	ERR			534.69	ERR		534.69	(534.69)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	9,821.33	ERR			9,821.33	ERR		9,821.33	(9,821.33)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	3,496.72	ERR			3,496.72	ERR		3,496.72	(3,496.72)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	2,909.80				2,909.80			2,909.80	(2,909.80)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	567,215.94	84.91%	158,564.57	194,445.58	603,096.95	83.96%	0.00	603,096.95	3,156,903.05	83.96%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	129,713.68	87.03%	39,641.14	53,508.49	143,581.03	85.64%		143,581.03	856,418.97	85.64%
1202	HOURLY OVERTIME	0	0		0	324.62	ERR			324.62	ERR		324.62	(324.62)	ERR
1203	HOURLY VACATION	0	0		0	4,052.50	ERR			4,052.50	ERR		4,052.50	(4,052.50)	ERR
1204	HOURLY SICK PAY	0	0		0	609.25	ERR			609.25	ERR		609.25	(609.25)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,599.74				1,599.74			1,599.74	(1,599.74)	ERR
1206	HOURLY HOLIDAY	0	0		0	8,994.92	ERR			8,994.92	ERR		8,994.92	(8,994.92)	ERR
1207	HOURLY JURY DUTY	0	0		0	8.60	ERR			8.60	ERR		8.60	(8.60)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	68.76	ERR			68.76	ERR		68.76	(68.76)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	50.71	ERR			50.71	ERR		50.71	(50.71)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	145,422.78	85.46%	39,641.14	53,508.49	159,290.13	84.07%	0.00	159,290.13	840,709.87	84.07%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	0.00	100.00%			0.00	100.00%		0.00	160,000.00	100.00%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	7,264.17	75.79%			7,264.17	75.79%		7,264.17	22,735.83	75.79%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	7,264.17	96.18%	0.00	0.00	7,264.17	96.18%	0.00	7,264.17	182,735.83	96.18%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	719,902.89	85.46%	198,205.71	247,954.07	769,651.25	84.45%	0.00	769,651.25	4,180,348.75	84.45%
1501	EMPLOYER FICA	365,000	365,000		365000	54,275.10	85.13%	15,162.74	18,968.49	58,080.85	84.09%		58,080.85	306,919.15	84.09%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	155,000	155,000		155000	35,159.94	77.32%	41,159.94	34,948.92	28,948.92	81.32%		28,948.92	126,051.08	81.32%
1504	GROUP INSURANCE	275,000	275,000		275000	48,158.47	82.49%	0.00		48,158.47	82.49%		48,158.47	226,841.53	82.49%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	137,593.51	82.80%	56,322.68	53,917.41	135,188.24	83.10%	0.00	135,188.24	664,811.76	83.10%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	857,496.40	85.09%	254,528.39	301,871.48	904,839.49	84.26%	0.00	904,839.49	4,845,160.51	84.26%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 28, 1991

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/28/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	4,786.91	90.43%	1,156.62	0.00	3,630.29	92.74%	3,583.27	7,213.56	42,806.44	85.61%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	4,786.91	90.43%	1,156.62	0.00	3,630.29	92.74%	3,583.27	7,213.56	42,806.44	85.61%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	3,609.64	85.56%	755.10	0.00	2,854.54	88.58%	2,987.53	5,842.07	20,654.73	82.62%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	1,762.45	86.44%	777.07	0.00	985.38	92.42%	0.00	985.38	12,014.62	92.42%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	11,956.11	76.09%	11,038.21	0.00	917.90	98.16%	0.00	917.90	49,082.10	98.16%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	2,136.22	94.66%	0.00	0.00	2,136.22	94.66%	924.47	3,060.69	37,710.45	94.28%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	344.61	93.11%	97.85	0.00	246.76	95.06%	52.59	299.35	4,700.65	94.01%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	338.25	97.75%	102.07	3.40	239.58	98.40%	85.74	325.32	14,674.68	97.83%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	6,905.74	82.74%	258.95	0.00	6,646.79	83.38%	1,161.98	7,808.77	32,672.04	81.68%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	4,226.97	92.96%	893.92	13.21	3,346.26	94.42%	13,279.69	16,625.95	45,055.73	75.09%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	33,169.99	86.89%	13,923.17	16.61	19,263.43	92.39%	18,492.00	37,755.43	221,475.00	87.54%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	1,343.80	92.53%	113.73	0.00	1,230.07	93.17%	3,525.63	4,755.70	13,527.73	75.15%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	533.46	94.67%	83.46	0.00	450.00	95.50%	355.06	805.06	9,218.07	92.18%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	1,877.26	93.30%	197.19	0.00	1,680.07	94.00%	3,880.69	5,560.76	22,745.80	81.24%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	39,834.16	87.97%	15,276.98	16.61	24,573.79	92.58%	25,955.96	50,529.75	287,027.24	86.72%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 28, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/28/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	1,800.00	77.50%	0.00	0.00	1,800.00	77.50%	6,000.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	100.00	97.50%	0.00	0.00	100.00	97.50%	0.00	100.00	3,900.00	97.50%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	525.00	86.88%	0.00	0.00	525.00	86.88%	300.00	825.00	3,200.00	80.00%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	13,086.88	67.28%	2,739.57	0.00	10,347.31	74.13%	0.00	10,347.31	29,652.69	74.13%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	4,281.33	71.46%	701.40	5.00	3,584.93	76.10%	181.05	3,765.98	11,571.52	77.14%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	19,793.21	72.89%	3,440.97	5.00	16,357.24	77.59%	6,481.05	22,838.29	51,124.21	70.03%
3201	TELEPHONE SERVICE	95,000	95,000		95000	16,552.11	82.58%	2,000.00	0.00	14,552.11	84.68%	0.00	14,552.11	80,447.89	84.68%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	13,483.77	80.74%	428.86	0.00	13,054.91	81.35%	28,000.00	41,054.91	28,945.09	41.35%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	1,267.37	74.65%	53.90	0.00	1,213.47	75.73%	0.00	1,213.47	3,786.53	75.73%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	7,244.57	83.90%	604.22	0.00	6,640.35	85.24%	0.00	6,640.35	38,359.65	85.24%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	38,547.82	82.07%	3,086.98	0.00	35,460.84	83.51%	28,000.00	63,461	151,539	70.48%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	66.66	93.33%	21.78	0.00	44.88	95.51%	0.00	44.88	955.12	95.51%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	0.00	100.00%	0.00	0.00	0.00	100.00%	658.75	658.75	4,341.25	86.83%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	66.66	98.89%	21.78	0.00	44.88	99.25%	658.75	703.63	5,296.37	88.27%
3401	INSURANCE	115,000	115,000		115000	49,222.00	57.20%	0.00	0.00	49,222.00	57.20%	0.00	49,222.00	65,778.00	57.20%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	49,222.00	57.20%	0.00	0.00	49,222.00	57.20%	0.00	49,222.00	65,778.00	57.20%
3501	NATURAL GAS	130,000	130,000		130000	42,941.69	66.97%	1,399.02	0.00	41,542.67	68.04%	0.00	41,542.67	88,457.33	68.04%
3502	ELECTRICITY	340,000	340,000		340000	56,389.93	83.41%	-,198.36	0.00	52,191.57	84.65%	0.00	52,191.57	287,808.43	84.65%
3503	WATER & SEWER	12,000	12,000		12000	2,041.88	82.99%	715.81	0.00	1,326.07	88.95%	0.00	1,326.07	10,673.93	88.95%
3504	TRASH DISPOSAL	9,000	9,000		9000	1,716.00	80.93%	0.00	0.00	1,716.00	80.93%	8,330.00	10,046.00	(1,046.00)	-11.62%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	103,088.70	79.00%	6,312.39	0.00	96,776.31	80.29%	8,330.00	105,106.31	385,893.69	78.59%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	5,359.56	91.07%	367.09	0.00	4,992.47	91.68%	3,385.80	8,378.27	53,217.94	88.70%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	1,336.16	94.65%	259.00	0.00	1,077.16	95.69%	3,235.00	4,312.16	22,937.84	91.75%
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	5,389.00	75.87%	3,245.50	0.00	2,063.50	90.62%	1,521.00	3,584.50	18,415.50	83.71%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	36,965.40	71.57%	2,449.76	0.00	34,515.64	73.45%	91,566.16	126,081.80	4,390.00	3.36%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	4,503.02	88.7-%	587.38	0.00	3,915.64	90.21%	37,167.25	41,082.89	(530.35)	-1.33%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	1,800.11	92.89%	1,085.92	0.00	714.19	97.14%	297.00	1,011.19	24,196.46	96.79%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	17,600.69	76.22%	2,490.66	0.00	15,110.03	79.58%	34,898.10	50,008.13	28,547.89	38.58%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	72,873.94	80.62%	10,485.31	0.00	62,388.63	83.41%	172,070.31	234,458.94	151,175.28	40.21%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED February 28, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 2/28/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	8,690.49	82.62%	1,692.81	0.00	6,997.68	86.00%	37,718.90	44,716.58	5,376.92	10.75%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	8,690.49	82.62%	1,692.81	0.00	6,997.68	86.00%	37,718.90	44,716.58	5,376.92	10.75%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,262.50	-2.92%		0.00	9,262.50	-2.92%	0.00	9,262.50	(262.50)	-2.92%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	8,102.58	79.74%	1,114.90	0.00	6,987.68	82.53%	3,449.40	10,437.08	29,592.02	73.93%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	9,377.36	89.58%	4,751.57	0.00	4,625.79	94.86%	9,761.23	14,387.02	76,838.42	85.38%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	26,742.44	81.30%	5,866.47	0.00	20,875.97	85.40%	13,210.63	34,086.60	110,167.94	77.04%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	319,025.26	78.28%	30,906.71	5.00	288,123.55	80.39%	266,469.64	554,593.19	926,351.57	63.06%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	3,990.92	98.00%	219.95	0.00	3,770.97	98.11%	0.00	3,770.97	200,122.90	100.06%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	125.00	99.75%	125.00	0.00	0.00	100.00%	12,763.30	12,763.30	49,195.70	98.39%
4405	TELEVISION EQUIPMENT	10,000	10,000	8,776.54	18776.54	518.02	94.82%	54.02	0.00	464.00	95.36%	9,824.24	10,288.24	8,488.30	84.88%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	280,000	24,629.41	304629.4	4,633.94	98.35%	398.97	0.00	4,234.97	98.49%	22,587.54	26,822.51	277,806.90	99.22%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	130,066.53	91.52%	17,956.81	0.00	110,109.72	92.82%	355,504.68	465,614.40	1,167,571.20	76.10%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	70,478.65	76.51%	637.12	0.00	69,841.53	76.72%	4,878.75	74,720.28	230,628.52	76.88%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	14,941.92	91.70%	3,734.05	0.00	6,207.87	96.55%	19,450.05	25,657.92	176,504.23	98.06%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	4,650.01	90.70%	317.42	0.00	4,332.59	91.33%	31,194.52	35,527.11	14,707.92	29.42%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	220,137.11	89.34%	29,645.40	0.00	190,491.71	90.77%	411,928.00	601,519.71	1,589,411.87	77.00%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,344,281	151,279.99	2495560.	224,771.05	90.41%	30,044.37	0.00	194,726.68	91.69%	433,615.54	628,342.22	1,867,218.77	79.65%
	TOTAL EXPENDITURES	9,894,281	9,894,281	169,781.74	10064062	1,441,126.87	85.43%	330,756.45	301,893.09	1,412,263.51	85.73%	726,041.14	2,138,304.65	7,925,758.09	80.10%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,047,638.47)		(150,766.26)	(239,893.09)	(1,146,765.30)		(726,041.14)	(2,138,304.65)	921,310.70	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

March 28, 1991

RESOLUTION TO PUBLISH NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS	)	No. 1991-8

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of April 25, 1991, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY AUTOMATION FUND	AMOUNT APPROPRIATED
4403 Computer Equipment	$ 20,000.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Dean McMahan
President

Patricia E. Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims April 12, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $244,309.13 on April 12, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	4/05/91	(#2939)		$ 1,167.00
Payroll				
04/12/91	gross $185,329.76		net	132,783.08
04/12/91	Payroll taxes (electronic transfer)			55,620.70
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 04/10/91				50,811.50
Dated 04/12/91				3,926.85
Less VOIDS:	None			0.00
Accounts Payable Check Batches Subtotal:				$ 54,738.35
Grand Total			$	$244,309.13

Mrs. Koehlinger, Mrs. Riley, Mr. Andorfer, and Mr. Coleman approved and signed the register of claims as presented by the director.

Patricia E. Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
April 25, 1991
3:00 p.m. - Dupont Branch

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of March 28, 1991, and meeting for approval of claims of April 12, 1991.

4. Financial report for March, 1991.

5. Approval of claims.

6. Report of director.

7. Committee Reports.

8. Personnel.

9. Change order - circulation desk design.

10. Close-out of Automation Fund and system upgrade.

11. Public Hearing on proposed additional appropriations - Automation Fund.

12. Resolution No. 1991-9, "Resolution of Appropriations."

13. Other business.

14. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of April 25, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 25, 1991, at 3:00 p.m. at Dupont branch library. Those present were Mr. McMahan presiding, Mrs. Riley, Mr. Andorfer, Mr. Carmean, and Mrs. Koehlinger.
Absent: Mrs. Gates and Mr. Coleman.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Andorfer, the minutes of the regular meeting of March 28, 1991, and the minutes of the approval of claims of April 12, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for March, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Koehlinger, the claims were approved for payment.

Manual checks: 4/19/91 #2940		$ 1,395.00
Payroll		
04/26/91	gross 185,698.83 net	133,013.25
04/26/91	Payroll taxes (electronic transfer)	55,568.36
Accounts Payable Check Batches	(See "Vendor Check History" for detail of total)	
Dated 04/26/91		407,547.09
Less VOIDS: None		
Accounts Payable Check Batches Subtotal:		$407,547.09
Grand Total		$597,523.70

REPORT OF DIRECTOR

Mr. Krull reminded the board that Staff Development Day is scheduled for Friday, May 17. All library units will be closed that day.

Work will begin on the circulation desk redesign at main library on Monday, May 20. Construction of the new desk area is expected to take approximately a month.

The long range planning process is moving along on schedule. Task forces are in the process of identifying information needs and designing survey instruments to enable them to carry out their assignments. Each task force will be expected to prepare a report on its assigned area of the library's operation. The reports will include an assessment of the current situation, a projection of where we should be in five years, and recommendations for an action plan to achieve our goals.

Sue Mungovan, assistant manager of the Business and Technology Department, organized a departmental fund-raising effort to "lay a brick" for the new Community Arts Center under development on the corner of Clay and Berry Streets. The department's name will be etched into one of the pavers used in the lobby of the new home of Arch, Artlink, Cinema Center and Dance Collective.

The library was recently selected by OCLC to field test their new public version of the OCLC Online Union Catalog. Only twelve other libraries in the U.S. were selected as test sites. Sue Riehm, manager of the Business and Technology Department, serves on the OCLC Reference Services Advisory Committee.

Mr. Fortriede reported on service statistics for the month of March and the year to date.

PERSONNEL

On motion of Mrs. Koehlinger, the following personnel actions were approved:

Appointments:

Linda Jeffrey	Branch Manager New Haven Branch	#180	$31,100.16
Mary Schinbeckler	Community Relations Asst. Community Relations	#264	$17,060.16

CHANGE ORDER

On motion of Mr. Andorfer, the following change order was approved:

Contractor: Hamilton Hunter Builders - Circulation Desk Redesign
Change Order No. G-1

Furnish and install steel pipe rail.	
Add	$1,750.00
Furnish and install revised carpet layout.	
Deduct	1,017.50
Delete additional overhead and profit from difference between base bid and revised base.	
Deduct	201.15
Total Add	$ 531.35

CLOSE OUT OF AUTOMATION FUND AND SYSTEM UPGRADE

Mr. Krull reported on the status of the Automation Fund and future system upgrades needed to keep the library's automation program current with the latest software advances. The immediate need is to spend the remaining automation funds by June 30, 1991, for the first phase of a multi-year hardware upgrade. Based on the recommendation of the director and the Automation Committee, Mrs. Koehlinger moved "that the library's contract with CLSI, Inc. be amended to provide for the purchase and trade-in of certain items of hardware and software, as fully described in 'Amendment to the Agreement of the Sale of Data Processing Equipment and the License of Software Between Allen County Public Library and CLSI, Inc.,' which document is to be filed with the master contract, and is hereby made a part of these minutes by reference, as much so as if incorporated herein verbatim; that the sum of $128,232.00 be expended for the purchase of hardware and software under the amendment, with all remaining funds in the Automation Fund being applied to this purchase; and that the director be authorized to execute the amendment for and on behalf of the board." The motion carried.

PUBLIC HEARING ON PROPOSED ADDITIONAL APPROPRIATIONS

Mr. McMahan opened the meeting to public comment on proposed additional appropriations from the Automation Fund in the amount of $20,000.00. The additional funds are to be used for automation system hardware and software purchases. There being no questions or comments from taxpayers, the hearing was declared closed.

RESOLUTION OF APPROPRIATIONS

Mrs. Koehlinger moved the adoption of Resolution No. 1991-9, "Resolution of Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:35 p.m.

Dean McMahan
President

Patricia E Riley
Secretary

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

AT MARCH 31, 1991

A

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS						
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	MARCH 31 1991	MARCH 31 1990
ASSETS											
CASH ON DEPOSIT	(191,633)	16,635	0	83,833	35,190	118,444	64,001			126,471	633,863
CASH ON HAND	3,207									3,207	3,747
CASH WITH FISCAL AGENT				220						220	568
INVESTMENTS AT COST	2,225			26,000	0	0	0			22,225	1,850,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	1,028					644	342			2,014	6,288
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	86,000
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									103,833	103,833	112,682
AMT TO BE PROVIDED--RET OF DEBT									10,926,167	10,926,167	11,149,818
AMT TO BE PROVIDED--VAC PAY LIAB									266,894	266,894	230,000
TOTAL ASSETS	(173,172)	16,635	0	104,053	35,190	119,087	64,343	26,547,884	11,296,894	38,010,915	28,825,393
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	0	0	0			0	0			0	681
TEMPORARY LOANS/FINANCING	200,000									200,000	400,000
ACCRUED WAGES & BENEFITS	162,351								266,894	429,245	353,214
UNREMITTED WITHHOLDINGS	37,590									37,590	33,176
DEPOSITS PAYABLE(Record & Other)	(10)									(10)	(40)
DUE TO OTHER FUNDS	0									0	86,000
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	568
G O BONDS & CAP LEASES PAYABLE	0								11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	399,931	0	0	220	0	0	0	0	11,296,894	11,697,045	12,136,099
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	652,005	40	0	0	0	198,868	8,999	0	0	859,912	1,035,925
RESERVED FOR PREPAID ITEMS										0	0
RESTRICTED-SPECIAL REVENUE		16,595	0							16,595	4,923
DESIGNATED FOR DEBT SERVICE				103,833		0				103,833	112,682
UNRESERVED	(1,225,108)		0		35,190	(79,781)	55,344			(1,214,355)	795,337
TOTAL FUND EQUITY	(573,103)	16,635	0	103,833	35,190	119,087	64,343	26,547,884	0	26,313,870	16,689,294
TOTAL LIABILITIES & FUND EQUITY	(173,172)	16,635	0	104,053	35,190	119,087	64,343	26,547,884	11,296,894	38,010,915	28,825,393

UNAUDITED
MARCH 1991
COMR9103

B

--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED MARCH 31, 1991

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS				
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	YEAR-TO-DATE MAR 31, 1991	YEAR-TO-DATE MAR 31, 1990
REVENUES:									
AUTO EXCISE TAX	0.00			0.00				0.00	0
REAL PROPERTY TAX LEVY	0.00			0.00				0.00	0
INTANGIBLES TAX & CDIT	240,528.75			0.00				240,528.75	123,135
USER FEES	86,473.06							86,473.06	65,157
INTERGOVERNMENTAL REVENUE	0.00		0.00					0.00	5,215
PARKING FEES	35,082.61							35,082.61	42,275
GIFTS & DONATIONS	12.32	2,933.48						2,945.80	2,178
INTEREST	16,162.86					2,616.12	1,240.71	20,019.69	77,550
OTHER REVENUES & PROCEEDS	17,342.21			0.00				17,342.21	14,163
TOTAL REVENUES	395,601.81	2,933.48	0.00	0.00	0.00	2,616.12	1,240.71	402,392.12	329,673
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	1,383,994.86	0.00	0.00					1,383,994.86	1,175,179
SUPPLIES	54,480.87	112.30	0.00			5,013.14		59,606.31	64,866
PROFESSIONAL SERVICES	18,258.44	0.00	0.00			58,651.70	4,316.00	81,226.14	174,259
COMMUNICATION & TRANSPORTATION	61,205.20	709.83	0.00			0.00		61,915.03	39,013
INSURANCE	49,222.00							49,222.00	415
UTILITY SERVICES	128,775.62							128,775.62	94,031
REPAIRS & MAINTENANCE	78,184.91					0.00		78,184.91	93,573
LEASING & MISCELLANEOUS SERVICES	47,658.21	0.00	0.00			0.00		47,658.21	46,518
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	22,920.76	0.00	0.00			5,296.40	5,390.38	33,607.54	986,492
LIBRARY MATERIALS	310,826.90	248.45	0.00			0.00	6,524.86	317,600.21	342,892
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	118,640
TOTAL EXPENDITURES	2,155,527.77	1,070.58	0.00	627,102.50	0.00	68,961.24	16,231.24	2,868,893.33	3,363,379
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,759,925.96)	1,862.90	0.00	(627,102.50)	0.00	(66,345.12)	(14,990.53)	(2,466,501.21)	(3,033,706)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,759,925.96)	1,862.90	0.00	(627,102.50)	0.00	(66,345.12)	(14,990.53)	(2,466,501.21)	(3,033,706)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,574
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-MAR 31 '91	(573,103.32)	16,635.11	0.00	103,833.36	35,189.99	119,087.45	64,342.66	(234,014.75)	1,948,868

March 1991 unaudited
ER-03REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1991

17-Apr-91
06:31 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	0.00		0.00		0.00				1,032,859.00	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	0.00		0.00		0.00				6,758,398.00	
5103	INTANGIBLES TAX	92,984	92,984		92984	33,913.20		33,913.20		0.00				92,984.00	
5104	COUNTY INCOME TAX	749,726	749,726		749726	265,203.94		24,675.19		240,528.75				509,197.25	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	299,117.14		58,588.39	0.00	240,528.75				8,393,438.25	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	38,459.02				38,459.02				81,540.98	
5202	EXTENDED USE FEES	130,000	130,000		130000	47,308.45		0.00	0.00	47,308.45				82,691.55	
5203	FAX FEES	1,000	1,000		1000	705.59				705.59				294.41	
	TOTAL USER FEES	251,000	251,000	0.00	251000	86,473.06	0.00	0.00	0.00	86,473.06				164,526.94	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	0		0	69,523.92		69,523.92	0.00	0.00				0.00	
	TOTAL GRANTS	4,000	4,000	0.00	4000	69,523.92		69,523.92	0.00	0.00				4,000.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	14,788.72				14,788.72				(14,788.72)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	17,593.74				17,593.74				(17,593.74)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	2,500.15				2,500.15				(2,500.15)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	200.00		12,000.00	12,000.00	200.00				149,800.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	35,082.61		12,000.00	12,000.00	35,082.61				114,917.39	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	12.32				12.32				87.68	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	15,134.46			1,028.40	16,162.86				23,837.14	
5701	ACPL PUBLICATIONS	300	300		300	52.74			0.00	52.74				247.26	
5702	RESEARCH SERVICES	18,000	18,000		18000	3,525.02				3,525.02				14,474.98	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	2,097.60		(122.12)	0.00	2,219.72				9,780.28	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	2,816.96				2,816.96				383.04	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	8,727.77				8,727.77				(8,727.77)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	17,220.09		(122.12)	0.00	17,342.21				16,157.79	
	TOTAL REVENUES	9,117,567	9,117,567	0.00	9112567	522,563.60	0.00	139,990.19	13,028.40	395,601.81				8,716,965.19	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1991

2

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1996	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	852,977.91	77.31%	158,564.57	82,394.77	776,808.11	79.34%		776,808.11	2,983,191.89	79.34%
1102	SALARIED OVERTIME	0	0		0	2,295.60	ERR			2,295.60	ERR		2,295.60	(2,295.60)	ERR
1103	SALARIED VACATION	0	0		0	51,057.63	ERR			51,057.63	ERR		51,057.63	(51,057.63)	ERR
1104	SALARIED SICK PAY	0	0		0	20,757.62	ERR			20,757.62	ERR		20,757.62	(20,757.62)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	5,679.51	ERR			5,679.51	ERR		5,679.51	(5,679.51)	ERR
1106	SALARIED HOLIDAY	0	0		0	42,103.63	ERR			42,103.63	ERR		42,103.63	(42,103.63)	ERR
1107	SALARIED JURY DUTY	0	0		0	0.00	ERR			0.00	ERR		0.00	0.00	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	1,553.52	ERR			1,553.52	ERR		1,553.52	(1,553.52)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	14,216.68	ERR			14,216.68	ERR		14,216.68	(14,216.68)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	6,900.18	ERR			6,900.18	ERR		6,900.18	(6,900.18)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	2,909.80				2,909.80			2,909.80	(2,909.80)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	1,000,452.68	73.39%	158,564.57	82,394.77	924,282.28	75.42%	0.00	924,282.28	2,835,717.72	75.42%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	235,371.93	76.46%	39,641.14	22,673.80	218,404.59	78.16%		218,404.59	781,595.41	78.16%
1202	HOURLY OVERTIME	0	0		0	769.32	ERR			769.32	ERR		769.32	(769.32)	ERR
1203	HOURLY VACATION	0	0		0	6,935.41	ERR			6,935.41	ERR		6,935.41	(6,935.41)	ERR
1204	HOURLY SICK PAY	0	0		0	1,328.65	ERR			1,328.65	ERR		1,328.65	(1,328.65)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,599.74				1,599.74			1,599.74	(1,599.74)	ERR
1206	HOURLY HOLIDAY	0	0		0	9,310.22	ERR			9,310.22	ERR		9,310.22	(9,310.22)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	204.16	ERR			204.16	ERR		204.16	(204.16)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	251.74	ERR			251.74	ERR		251.74	(251.74)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	255,802.69	74.42%	39,641.14	22,673.80	238,835.35	76.12%	0.00	238,835.35	761,164.65	76.12%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	0.00	100.00%			0.00	100.00%		0.00	160,000.00	100.00%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	13,346.62	55.51%			13,346.62	55.51%		13,346.62	16,653.38	55.51%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	13,346.62	92.98%	0.00	0.00	13,346.62	92.98%	0.00	13,346.62	176,653.38	92.98%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	1,269,601.39	74.35%	198,205.71	105,068.57	1,176,464.25	76.23%	0.00	1,176,464.25	3,773,535.75	76.23%
1501	EMPLOYER FICA	365,000	365,000		365000	95,588.51	73.81%	15,162.74	8,037.75	88,463.52	75.76%		88,463.52	276,536.48	75.76%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	155,000	155,000		155000	35,159.94	77.32%	41,159.94	49,244.77	43,244.77	72.10%		43,244.77	111,755.23	72.10%
1504	GROUP INSURANCE	275,000	275,000		275000	75,822.32	72.43%	0.00		75,822.32	72.43%		75,822.32	199,177.68	72.43%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	206,570.77	74.18%	56,322.68	57,282.52	207,530.61	74.06%	0.00	207,530.61	592,469.39	74.06%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	1,476,172.16	74.33%	254,528.39	162,351.09	1,383,994.86	75.93%	0.00	1,383,994.86	4,366,005.14	75.93%

March 1991 unaudited
ER-03REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1991

17-Apr-91
06:31 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	9,356.02	81.29%	1,156.62	0.00	8,199.40	83.60%	2,160.08	10,359.48	39,660.52	79.32%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	9,356.02	81.29%	1,156.62	0.00	8,199.40	83.60%	2,160.08	10,359.48	39,660.52	79.32%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	7,620.00	69.52%	755.10	0.00	6,864.90	72.54%	2,453.95	9,318.85	17,177.95	68.71%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	1,954.95	84.96%	777.07	0.00	1,177.88	90.94%	0.00	1,177.88	11,822.12	90.94%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	13,981.38	72.04%	11,038.21	0.00	2,943.17	94.11%	1,957.40	4,900.57	45,099.43	90.20%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	3,607.70	90.98%	0.00	0.00	3,607.70	90.98%	733.60	4,341.30	36,429.84	91.07%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	600.56	87.99%	97.85	0.00	502.71	89.95%	6.90	509.61	4,490.39	89.81%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	550.10	96.33%	102.07	0.00	448.03	97.01%	37.75	485.78	14,514.22	96.76%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	8,295.68	79.26%	258.95	0.00	8,036.73	79.91%	2,255.77	10,292.50	30,188.31	75.47%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	17,886.54	70.19%	893.92	0.00	16,992.62	71.68%	4,996.57	21,989.19	39,692.49	66.15%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	56,386.91	77.71%	13,923.17	0.00	42,463.74	83.22%	12,441.94	54,905.68	204,324.75	80.76%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	3,235.24	82.03%	113.73	0.00	3,121.51	82.66%	4,946.11	8,067.62	10,215.81	56.75%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	779.68	92.20%	83.46	0.00	696.22	93.04%	821.89	1,518.11	8,505.02	85.05%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	4,014.92	85.66%	197.19	0.00	3,817.73	86.37%	5,768.00	9,585.73	18,720.83	66.86%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	69,757.85	78.93%	15,276.98	0.00	54,480.87	83.54%	20,370.02	74,850.89	262,706.10	79.37%

March 1991 unaudited
ER-#3REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1991

17-Apr-91
06:31 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	2,400.00	70.00%	0.00	0.00	2,400.00	70.00%	5,400.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	150.00	96.25%	0.00	0.00	150.00	96.25%	0.00	150.00	3,850.00	96.25%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	675.00	83.13%	0.00	0.00	675.00	83.13%	300.00	975.00	3,050.00	76.25%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	13,200.00	66.98%	2,739.57	0.00	10,460.51	73.83%	0.00	10,460.51	29,531.49	73.83%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	5,266.33	64.89%	701.40	0.00	4,564.93	69.57%	206.05	4,770.98	10,566.52	70.44%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	21,699.41	70.27%	3,440.97	0.00	18,258.44	74.99%	5,906.05	24,164.49	49,798.01	68.22%
3201	TELEPHONE SERVICE	95,000	95,000		95000	25,722.03	72.92%	2,000.00	0.00	23,722.03	75.03%	0.00	23,722.03	71,277.97	75.03%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	22,866.39	67.33%	428.86	0.00	22,437.53	67.95%	20,000.00	42,437.53	27,562.47	39.37%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	2,754.22	44.92%	53.90	0.00	2,700.32	45.99%	0.00	2,700.32	2,299.68	45.99%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	12,186.63	72.92%	604.22	0.00	11,582.41	74.26%	0.00	11,582.41	33,417.59	74.26%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	63,529.27	70.45%	3,086.98	0.00	60,442.29	71.89%	20,000.00	80,442	134,558	62.58%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	66.66	93.33%	21.78	0.00	44.88	95.51%	0.00	44.88	955.12	95.51%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	718.03	85.64%	0.00	0.00	718.03	85.64%	1,753.00	2,471.03	2,528.97	50.58%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	784.69	86.92%	21.78	0.00	762.91	87.28%	1,753.00	2,515.91	3,484.09	58.07%
3401	INSURANCE	115,000	115,000		115000	49,222.00	57.20%	0.00	0.00	49,222.00	57.20%	0.00	49,222.00	65,778.00	57.20%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	49,222.00	57.20%	0.00	0.00	49,222.00	57.20%	0.00	49,222.00	65,778.00	57.20%
3501	NATURAL GAS	130,000	130,000		130000	61,181.26	52.94%	1,399.02	0.00	59,782.24	54.01%	0.00	59,782.24	70,217.76	54.01%
3502	ELECTRICITY	340,000	340,000		340000	68,178.45	79.95%	4,198.36	0.00	63,980.09	81.18%	0.00	63,980.09	276,019.91	81.18%
3503	WATER & SEWER	12,000	12,000		12000	3,179.30	73.51%	715.01	0.00	2,464.29	79.46%	0.00	2,464.29	9,535.71	79.46%
3504	TRASH DISPOSAL	9,000	9,000		9000	2,549.00	71.68%	0.00	0.00	2,549.00	71.68%	7,497.00	10,046.00	(1,046.00)	-11.62%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	135,088.01	72.49%	6,312.39	0.00	128,775.62	73.77%	7,497.00	136,272.62	354,727.38	72.25%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	5,603.56	90.66%	367.09	0.00	5,236.47	91.27%	3,275.74	8,512.21	53,084.00	88.47%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	3,727.66	85.09%	259.00	0.00	3,468.66	86.13%	1,646.90	5,115.56	22,134.44	88.54%
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	6,400.16	70.91%	3,245.50	0.00	3,154.66	85.66%	2,046.08	5,200.74	16,799.26	76.36%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	37,392.40	71.24%	2,449.76	0.00	34,942.64	73.12%	91,523.16	126,465.80	4,006.00	3.08%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	8,473.87	78.82%	587.38	0.00	7,886.49	80.28%	33,662.86	41,549.35	(996.81)	-2.49%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	2,673.90	89.30%	1,085.92	0.00	1,587.98	93.65%	66.90	1,654.88	23,552.77	94.21%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	24,398.67	67.03%	2,490.66	0.00	21,908.01	70.39%	30,616.27	52,524.28	26,031.74	35.18%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	88,670.22	76.42%	10,485.31	0.00	78,184.91	79.21%	162,837.91	241,022.82	144,611.40	38.46%

March 1991 unaudited
ER-03REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED March 31, 1991

17-Apr-91
06:31 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 3/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	13,202.23	73.60%	1,692.81	0.00	11,509.42	76.98%	33,707.16	45,216.58	4,876.92	9.75%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	13,202.23	73.60%	1,692.81	0.00	11,509.42	76.98%	33,707.16	45,216.58	4,876.92	9.75%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,352.50	-3.92%		0.00	9,352.50	-3.92%	0.00	9,352.50	(352.50)	-3.92%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	13,038.52	67.40%	1,114.90	0.00	11,923.62	70.19%	884.94	12,808.56	27,220.54	68.05%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	19,624.24	78.20%	4,751.57	0.00	14,872.67	83.47%	7,820.40	22,693.07	68,532.37	76.15%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	42,015.26	70.62%	5,866.47	0.00	36,148.79	74.72%	8,705.34	44,854.13	99,400.41	69.51%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	414,211.09	71.80%	30,906.71	0.00	383,304.38	73.91%	240,406.46	623,710.84	857,233.92	58.35%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,041.41	97.98%	219.95	0.00	3,821.46	98.09%	285.90	4,107.36	199,786.51	99.89%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	16,930.30	66.14%	125.00	0.00	16,805.30	66.39%	0.00	16,805.30	45,153.70	90.31%
4405	TELEVISION EQUIPMENT	10,000	10,000	8,776.54	18776.54	2,348.02	76.52%	54.02	0.00	2,294.00	77.06%	34,283.54	36,577.54	(17,801.00)	-178.01%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	280,000	24,629.41	304629.4	23,319.73	91.67%	398.97	0.00	22,920.76	91.81%	34,569.44	57,490.20	247,139.21	88.26%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	234,559.66	84.71%	19,956.81	0.00	214,602.85	86.01%	307,606.25	522,209.10	1,110,976.50	72.41%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	79,299.45	73.57%	637.12	0.00	78,662.33	73.78%	3,797.30	82,459.63	222,889.17	74.30%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	18,626.21	89.65%	8,734.05	0.00	9,892.16	94.50%	17,369.34	27,261.50	174,900.65	97.17%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	7,986.98	84.03%	317.42	0.00	7,669.56	84.66%	27,885.87	35,555.43	14,679.60	29.36%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	340,472.30	83.51%	29,645.40	0.00	310,826.90	84.94%	356,658.76	667,485.66	1,523,445.92	73.80%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,344,281	151,279.99	2495560.	363,792.03	84.48%	30,044.37	0.00	333,747.66	85.76%	391,228.20	724,975.86	1,770,585.13	75.53%
	TOTAL EXPENDITURES	9,894,281	9,894,281	169,781.74	10064062	2,323,933.13	76.51%	330,756.45	162,351.09	2,155,527.77	78.21%	652,004.68	2,807,532.45	7,256,530.29	73.34%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,801,369.53)		(190,766.26)	(149,322.69)	(1,759,925.96)		(652,004.68)	(2,807,532.45)	1,460,434.90	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

April 25, 1991)
)
RESOLUTION OF APPROPRIATIONS) No. 1991-9

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY AUTOMATION FUND	AMOUNT APPROPRIATED
4403 Computer Equipment	$20,000.00
Total	$20,000.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 25th day of April 1991, by the following aye and nay vote.

Aye	Nay
Dean McMahan	
[illegible]	
C. Shirley Gudauskas	
Mary Kopleroy	
Patricia E. Ruley	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims May 13, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $265,250.94 on May 13, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	5/03/91	(#2941)	$ 1,250.00
Payroll			
05/10/91	gross $186,375.33	net	132,963.82
05/10/91	Payroll taxes (electronic transfer)		55,680.36
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 05/10/91			75,462.76
Less VOIDS: Dated 5/2/91			106.00
Accounts Payable Check Batches Subtotal:			$ 75,356.76
Grand Total		$	$265,250.94

Mrs. Gates, Mr. McMahan, Mr. Andorfer, and Mr. Carmean approved and signed the register of claims as presented by the director.

Patricia E Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
May 23, 1991
3:00 p.m. - Woodburn Branch

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of April 25, 1991, and meeting for approval of claims of May 13, 1991.

4. Financial report for April, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

   a. Compensation and Personnel Committee.

      i. Resolution No. 1991-10, "A Resolution to Approve the Library's Policy on AIDS."

      ii. Resolution No. 1991-11, "A Resolution to Approve the Library's Policy on Drug-Free Workplace."

      iii. Resolution No. 1991-12, "A Resolution to Amend the Library's Policy on Nepotism."

      iv. Resolution No. 1991-13, "A Resolution to Approve the Library's Policy on Sexual Harassment."

      v. Resolution No. 1991-14, "A Resolution to Amend the Library's Policy on Holidays."

      vi. Resolution No. 1991-15, "A Resolution to Amend the Library's Policy on Sick Leave."

      vii. Proposed restructuring of Children's Services Manager position.

   b. Long Range Planning Committee.

      i. Brief update report on progress to date on the library's long range planning process.

ii. Recommendation on operation of parking lots.

c. Automation Committee.

Brief report on discussions concerning options for financing future automation system equipment and software investments.

8. Personnel.

a. Appointments

9. Resolution No. 1991-16, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations."

10. Resolution No. 1991-17, "Resolution to Advertise for Bids for the Purchase of Television Equipment."

11. Other business.

12. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of May 23, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 23, 1991, at 3:00 p.m. at Woodburn branch library. Those present were Mr. McMahan presiding, Mrs. Gates, Mrs. Koehlinger, Mr. Andorfer, Mr. Carmean, Mr. Coleman, and Mrs. Riley.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of April 25, 1991, and the minutes of the approval of claims of May 13, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for April, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Manual checks: 5/03/91 #2942		$ 870.00
Payroll		
05/24/91	gross 188,764.92 net	135,098.93
05/24/91	Payroll taxes (electronic transfer)	56,237.11
Accounts Payable Check Batches		
	(See "Vendor Check History" for detail of total)	
Dated 05/24/91		207,275.16
Less VOIDS: None		0.00
Accounts Payable Check Batches Subtotal:		$207,275.16
Grand Total		$399,481.20

REPORT OF DIRECTOR

Mr. Krull reviewed a proposed timetable for consideration and adoption of the 1992 budget. Dates were discussed for holding board working sessions on the budget.

Indexing of the library's bibliographic database is now moving forward, following correction of some problems in the test indexing completed recently. When a substantial portion of bibliographic records are indexed, terminals can be installed for use by the public.

Mr. Fortriede reported on service statistics for the month of April and the year to date.

COMMITTEE REPORTS:

Compensation and Personnel

Mr. Carmean, chairman of the Compensation and Personnel Committee, introduced a resolution establishing a library policy on AIDS. A number of questions were raised concerning the policy's implications for insurance coverage, hiring, and other employment practices. It was agreed that further information should be sought and a meeting held with Richard Blaich, an attorney specializing in personnel law. Mr. Blaich has consulted with the library on other personnel matters in the past. Mr. Andorfer moved "that consideration of the resolution be postponed indefinitely pending a meeting with Mr. Blaich." The motion carried.

Mrs. Gates moved "that consideration of a proposed policy on a drug-free workplace also be postponed until further information is obtained from Mr. Blaich." The motion carried.

Mr. Carmean moved the adoption of Resolution No. 1991-10, "Resolution to Amend the Library's Policy on Nepotism." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1991-11, "Resolution to Approve the Library's Policy on Sexual Harassment." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1991-12, "Resolution to Amend the Library's Policy on Holidays." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1991-13, "Resolution to Amend the Library's Policy on Sick Leave." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Coleman moved the approval of an expanded job description for the position of children's services manager, adding system-wide coordinating responsibility for programming and collection development. The motion carried.

Long Range Planning Committee

Mr. Andorfer, chairman of the Long Range Planning Committee, reported on the progress to date on developing a new five year plan for the library. Staff task forces are moving forward with their respective areas of study and members of the board committee are receiving regular reports of meetings of the staff Long Range Planning Committee.

Mr. Andorfer made the following report concerning the operation of library-owned parking lots:

> The current operators of the library's commercial parking lots, K.P.C., Inc., have given notice that they intend to cancel their agreement to operate the lots. Under the terms of our lease with K.P.C., Inc., a sixty-day notification is required for either party to cancel the agreement. K.P.C., Inc.'s, letter of notification to the library was dated March 29, 1991.
>
> Light & Breuning, Inc., the former operators of the library's parking lots, and the only other company responding to our most recent request for proposals to operate the lots, have agreed to resume operation of the lots according to the following terms:

Term of Agreement:	36 months commencing June 1, 1991.
Payments to library:	Guaranteed minimum of $102,000 per annum plus 70% of all gross parking receipts that exceed $168,000 during each year or other 12-month accounting period.
Conditions:	Light & Breuning, Inc. will meet all requirements for operation of the lots set forth in the specifications dated November 1, 1990.

> In view of Light & Breuning's excellent past record of performance and reliability as operators of the library's parking lots, and their willingness to resume operation of the lots on short notice and on terms we regard as fair and reasonable, we recommend that the board execute an agreement with Light & Breuning, Inc. for operation of commercial parking lots according to the terms outlined above.

Mr. Andorfer then moved, "that the recommendation of the committee as set forth in the report be approved by the board." The motion carried.

Automation Committee

Mrs. Gates, chairman of the Automation Committee, Mr. Carmean, and Mr. Krull reported on investigations the committee has initiated into options for financing computer upgrades and replacement. Further study will be required and reports will be made to the board as appropriate.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Cynthia Gabbard	Acquisitions Assistant Acquisitions Services	#554	$13,790.14
Jane Bour	Data Entry Clerk Processing Services	#571	$12,730.12

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Mrs. Gates moved the adoption of Resolution No. 1991-16, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

TELEVISION EQUIPMENT BIDS

Mr. Carmean moved the adoption of Resolution No. 1991-17, "Resolution to Advertise for Bids for the Purchase of Television Equipment." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:17 p.m.

Dan McMenan
President

Patricia E. Riley
Secretary

COME#491

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

AT APRIL 30, 1991

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS			GENERAL	GENERAL LONG-	April 30	April 30
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	FIXED ASSETS	TERM DEBT	1991	1990
ASSETS											
CASH ON DEPOSIT	(114,357)	16,852	(15,954)	87,076	35,190	111,325	61,688			181,820	1,045,479
CASH ON HAND	2,340									2,340	3,379
CASH WITH FISCAL AGENT				220						220	568
INVESTMENTS AT COST	122,831			115,000	0	0	0			237,831	1,550,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	0					0	0			0	7,612
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	86,000
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									202,076	202,076	182,022
AMT TO BE PROVIDED--RET OF DEBT									10,827,924	10,827,924	11,080,478
AMT TO BE PROVIDED--VAC PAY LIAB									266,435	266,435	270,881
TOTAL ASSETS	22,814	16,852	(15,954)	202,296	35,190	111,325	61,688	26,547,884	11,296,435	38,278,530	28,986,846
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	7	0	0			0	0			7	8
TEMPORARY LOANS/FINANCING	1,000,000									1,000,000	1,000,000
ACCRUED WAGES & BENEFITS	157,050								266,435	423,485	397,643
UNREMITTED WITHHOLDINGS	15,342									15,342	13,558
DEPOSITS PAYABLE(Record & Other)	(15)									(15)	(60)
DUE TO OTHER FUNDS	0									0	86,000
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	568
G O BONDS & CAP LEASES PAYABLE	0								11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	1,172,383	0	0	220	0	0	0	0	11,296,435	12,469,038	12,760,217
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	612,302	5,214	0	0	0	190,389	8,000	0	0	815,826	994,886
RESERVED FOR PREPAID ITEMS										0	0
RESTRICTED-SPECIAL REVENUE		11,637	(15,954)							(4,317)	14,326
DESIGNATED FOR DEBT SERVICE				202,076		0				202,076	162,022
UNRESERVED	(1,761,871)		0		35,190	(78,984)	53,688			(1,751,977)	294,968
TOTAL FUND EQUITY	(1,149,569)	16,852	(15,954)	202,076	35,190	111,325	61,688	26,547,884	0	25,809,492	16,226,629
TOTAL LIABILITIES & FUND EQUITY	22,814	16,852	(15,954)	202,296	35,190	111,325	61,688	26,547,884	11,296,435	38,278,530	28,986,846

APRIL 1991
COMP91#4

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED APRIL 30, 1991

B

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	APR 30, 1991	APR 30, 1990
REVENUES:									
AUTO EXCISE TAX	151,097.03			18,065.95				169,162.98	355,428
REAL PROPERTY TAX LEVY	0.00			0.00				0.00	0
INTANGIBLES TAX & CDIT	248,528.75			80,176.25				328,705.00	212,997
USER FEES	120,168.94							120,168.94	87,809
INTERGOVERNMENTAL REVENUE	0.00		0.00					0.00	17,097
PARKING FEES	48,271.44							48,271.44	56,712
GIFTS & DONATIONS	12.43	3,333.48						3,345.91	2,310
INTEREST	17,968.79					3,163.14	1,537.21	22,669.14	94,189
OTHER REVENUES & PROCEEDS	22,860.38			0.00				22,860.38	17,589
TOTAL REVENUES	608,987.76	3,333.48	0.00	98,242.20	0.00	3,163.14	1,537.21	707,183.79	844,124
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	1,854,992.84	0.00	0.00					1,854,992.84	1,568,393
SUPPLIES	73,139.66	295.77	0.00			5,173.14		78,608.57	168,683
PROFESSIONAL SERVICES	21,319.29	0.00	0.00			66,801.15	5,174.00	93,294.44	248,510
COMMUNICATION & TRANSPORTATION	87,300.19	709.83	0.00			0.00		88,010.02	57,171
INSURANCE	91,606.00							91,606.00	415
UTILITY SERVICES	171,657.84							171,657.84	125,568
REPAIRS & MAINTENANCE	90,411.29					0.00		90,411.29	104,568
LEASING & MISCELLANEOUS SERVICES	63,529.73	0.00	0.00			0.00		63,529.73	64,414
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	50,907.76	0.00	0.00			5,296.40	6,389.48	62,593.64	1,321,147
LIBRARY MATERIALS	432,434.68	248.45	15,954.00			0.00	7,618.54	456,255.67	395,691
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	118,640
TOTAL EXPENDITURES	2,937,299.28	1,254.05	15,954.00	627,102.50	0.00	77,270.69	19,182.02	3,678,062.54	4,340,700
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(2,336,391.52)	2,079.43	(15,954.00)	(528,860.30)	0.00	(74,107.55)	(17,644.81)	(2,970,878.75)	(3,496,575)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(2,336,391.52)	2,079.43	(15,954.00)	(528,860.30)	0.00	(74,107.55)	(17,644.81)	(2,970,878.75)	(3,496,575)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,574
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-APR 30 '91	(1,149,568.88)	16,851.64	(15,954.00)	202,075.56	35,189.99	111,325.02	61,688.38	(738,392.29)	1,485,999

April 1991 unaudited
ER-04REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED April 30, 1991

07-May-91
12:21 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	151,097.03		0.00		151,097.03				881,761.97	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	0.00		0.00		0.00				6,758,398.00	
5103	INTANGIBLES TAX	92,984	92,984		92984	33,913.20		33,913.20		0.00				92,984.00	
5104	COUNTY INCOME TAX	749,726	749,726		749726	265,203.94		24,675.19		240,528.75				509,197.25	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	450,214.17		58,588.39	0.00	391,625.78				8,242,341.22	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	54,545.85				54,545.85				65,454.15	
5202	EXTENDED USE FEES	130,000	130,000		130000	64,692.80		0.00	0.00	64,692.80				65,307.20	
5203	FAX FEES	1,000	1,000		1000	930.29				930.29				69.71	
	TOTAL USER FEES	251,000	251,000	0.00	251000	120,168.94	0.00	0.00	0.00	120,168.94				130,831.06	
5301	FEDERAL OPERATING GRANTS	0	0		0	0.00				0.00				0.00	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	0		0	69,523.92		69,523.92	0.00	0.00				0.00	
	TOTAL GRANTS	4,000	4,000	0.00	4000	69,523.92		69,523.92	0.00	0.00				4,000.00	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	21,463.95				21,463.95				(21,463.95)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	23,391.73				23,391.73				(23,391.73)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	3,015.76				3,015.76				(3,015.76)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	400.00		12,000.00	12,000.00	400.00				149,600.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	48,271.44		12,000.00	12,000.00	48,271.44				101,728.56	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	12.43				12.43				87.57	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	17,968.79			0.00	17,968.79				22,031.21	
5701	ACPL PUBLICATIONS	300	300		300	52.74			0.00	52.74				247.26	
5702	RESEARCH SERVICES	18,000	18,000		18000	4,698.62				4,698.62				13,301.38	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	3,678.01		(122.12)	0.00	3,800.13				8,199.87	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	3,071.05				3,071.05				128.95	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	11,237.84				11,237.84				(11,237.84)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	22,738.26		(122.12)	0.00	22,860.38				10,639.62	
	TOTAL REVENUES	9,117,567	9,117,567	0.00	9112567	728,897.95	0.00	139,990.19	12,000.00	600,907.76				8,511,659.24	

INTERNAL BUDGET STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED April 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	1,104,891.65	70.61%	158,564.57	104,017.97	1,050,345.05	72.07%		1,050,345.05	2,709,654.95	72.07%
1102	SALARIED OVERTIME	0	0		0	2,923.29	ERR			2,923.29	ERR		2,923.29	(2,923.29)	ERR
1103	SALARIED VACATION	0	0		0	74,058.26	ERR			74,058.26	ERR		74,058.26	(74,058.26)	ERR
1104	SALARIED SICK PAY	0	0		0	25,403.75	ERR			25,403.75	ERR		25,403.75	(25,403.75)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	6,796.52	ERR			6,796.52	ERR		6,796.52	(6,796.52)	ERR
1106	SALARIED HOLIDAY	0	0		0	42,103.63	ERR			42,103.63	ERR		42,103.63	(42,103.63)	ERR
1107	SALARIED JURY DUTY	0	0		0	180.61	ERR			180.61	ERR		180.61	(180.61)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	1,992.85	ERR			1,992.85	ERR		1,992.85	(1,992.85)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	19,651.66	ERR			19,651.66	ERR		19,651.66	(19,651.66)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	8,564.90	ERR			8,564.90	ERR		8,564.90	(8,564.90)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	4,409.80				4,409.80			4,409.80	(4,409.80)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	1,290,976.92	65.67%	158,564.57	104,017.97	1,236,438.32	67.12%	0.00	1,236,438.32	2,523,561.68	67.12%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	309,231.36	69.08%	39,641.14	28,624.17	298,214.39	70.18%		298,214.39	701,785.61	70.18%
1202	HOURLY OVERTIME	0	0		0	1,039.72	ERR			1,039.72	ERR		1,039.72	(1,039.72)	ERR
1203	HOURLY VACATION	0	0		0	10,537.54	ERR			10,537.54	ERR		10,537.54	(10,537.54)	ERR
1204	HOURLY SICK PAY	0	0		0	1,411.71	ERR			1,411.71	ERR		1,411.71	(1,411.71)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,599.74				1,599.74			1,599.74	(1,599.74)	ERR
1206	HOURLY HOLIDAY	0	0		0	9,612.30	ERR			9,612.30	ERR		9,612.30	(9,612.30)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	241.40	ERR			241.40	ERR		241.40	(241.40)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	306.84	ERR			306.84	ERR		306.84	(306.84)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	334,812.13	66.60%	39,641.14	28,624.17	322,995.16	67.70%	0.00	322,995.16	677,004.84	67.70%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	0.00	100.00%			0.00	100.00%		0.00	160,000.00	100.00%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	17,140.93	42.86%			17,140.93	42.86%		17,140.93	12,859.07	42.86%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	17,140.93	90.98%	0.00	0.00	17,140.93	90.98%	0.00	17,140.93	172,859.07	90.98%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	1,642,129.98	66.83%	198,205.71	132,642.14	1,576,566.41	68.15%	0.00	1,576,566.41	3,373,433.59	68.15%
1501	EMPLOYER FICA	365,000	365,000		365000	123,526.31	66.16%	15,162.74	10,147.12	118,510.69	67.53%		118,510.69	246,489.31	67.53%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	155,000	155,000		155000	84,404.71	45.55%	41,159.94	14,260.26	57,505.03	62.90%		57,505.03	97,494.97	62.90%
1504	GROUP INSURANCE	275,000	275,000		275000	102,410.71	62.76%	0.00		102,410.71	62.76%		102,410.71	172,589.29	62.76%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	310,341.73	61.21%	56,322.68	24,407.38	278,426.43	65.20%	0.00	278,426.43	521,573.57	65.20%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	1,952,471.71	66.04%	254,528.39	157,049.52	1,854,992.84	67.74%	0.00	1,854,992.84	3,895,007.16	67.74%

ALLEN[illegible]TY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED April 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	12,400.30	75.20%	1,156.62	0.00	11,243.68	77.51%	2,023.39	13,267.07	36,752.93	73.51%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	12,400.30	75.20%	1,156.62	0.00	11,243.68	77.51%	2,023.39	13,267.07	36,752.93	73.51%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	9,998.00	60.01%	755.10	0.00	9,242.90	63.03%	1,260.62	10,503.52	15,993.28	63.97%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	2,838.40	78.17%	777.07	0.00	2,061.33	84.14%	0.00	2,061.33	10,938.67	84.14%
2203	HEATING OIL	5,000	5,000	1,890.00	6890	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	14,671.38	70.66%	11,038.21	0.00	3,633.17	92.73%	1,909.40	5,542.57	44,457.43	88.91%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	4,871.77	87.82%	0.00	0.00	4,871.77	87.82%	4,162.55	9,034.32	31,736.82	79.34%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	679.38	86.41%	97.85	0.00	581.53	88.37%	199.75	781.28	4,218.72	84.37%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	590.50	96.06%	102.07	0.00	488.51	96.74%	37.75	526.26	14,473.74	96.49%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	10,609.05	73.48%	258.95	0.00	10,350.10	74.12%	1,404.24	11,754.34	28,726.47	71.82%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	23,227.71	61.29%	893.92	0.00	22,333.79	62.78%	11,892.13	34,225.92	27,455.76	45.76%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	69,376.27	72.58%	13,923.17	0.00	55,453.10	78.08%	20,866.44	76,319.54	182,910.89	72.30%
2301	MAINTENANCE SUPPLIES	10,000	10,000	283.43	10283.43	5,167.85	71.29%	113.73	6.52	5,054.12	71.92%	6,098.36	11,152.48	7,130.95	39.62%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	1,472.22	85.20%	83.46	0.00	1,388.76	86.11%	223.40	1,612.16	8,410.97	84.11%
	TOTAL MAINTENANCE SUPPLIES	20,000	20,000	306.56	20306.56	6,640.07	76.29%	197.19	0.00	6,442.88	76.99%	6,321.76	12,764.64	15,541.92	55.51%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	88,416.64	73.29%	15,276.98	0.00	73,139.66	77.90%	29,211.59	102,351.25	235,205.74	71.06%

ALLE[illegible]NTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED April 30, 1991

GL##	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
**	OTHER SERVICES AND CHARGES **														
3101	CONSULTING	8,000	8,000	600.00	8600	3,000.00	62.50%	0.00	0.00	3,000.00	62.50%	4,000.00	7,000.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	385.00	90.38%	0.00	0.00	385.00	90.38%	0.00	385.00	3,615.00	90.38%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	975.00	75.63%	0.00	0.00	975.00	75.63%	115.00	1,090.00	2,935.00	73.38%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	15,044.00	62.39%	2,739.57	0.00	12,304.51	69.24%	0.00	12,304.51	27,695.49	69.24%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	5,356.18	64.29%	701.40	0.00	4,654.78	68.97%	162.95	4,817.73	10,519.77	70.13%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	24,760.26	66.08%	3,440.97	0.00	21,319.29	70.00%	5,077.95	26,397.24	47,565.26	65.16%
3201	TELEPHONE SERVICE	95,000	95,000		95000	33,970.26	64.24%	2,000.00	0.00	31,970.26	66.35%	0.00	31,970.26	63,029.74	66.35%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	32,079.42	54.17%	428.86	0.00	31,650.56	54.78%	12,000.00	43,650.56	26,349.44	37.64%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	3,882.05	22.36%	53.90	0.00	3,828.15	23.44%	0.00	3,828.15	1,171.85	23.44%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	19,676.03	56.28%	604.22	0.00	19,071.81	57.62%	0.00	19,071.81	25,928.19	57.62%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	89,607.76	58.32%	3,086.98	0.00	86,520.78	59.76%	12,000.00	98,521	116,479	54.18%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	83.16	91.68%	21.78	0.00	61.38	93.86%	0.00	61.38	938.62	93.86%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	718.03	85.64%	0.00	0.00	718.03	85.64%	2,053.00	2,771.03	2,228.97	44.58%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	801.19	86.65%	21.78	0.00	779.41	87.01%	2,053.00	2,832.41	3,167.59	52.79%
3401	INSURANCE	115,000	115,000		115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
3501	NATURAL GAS	130,000	130,000		130000	75,698.96	41.77%	1,399.02	0.00	74,299.94	42.85%	0.00	74,299.94	55,700.06	42.85%
3502	ELECTRICITY	340,000	340,000		340000	94,743.48	72.13%	4,198.36	0.00	90,545.12	73.37%	0.00	90,545.12	249,454.88	73.37%
3503	WATER & SEWER	12,000	12,000		12000	4,145.79	65.45%	715.01	0.00	3,430.78	71.41%	0.00	3,430.78	8,569.22	71.41%
3504	TRASH DISPOSAL	9,000	9,000		9000	3,382.00	62.42%	0.00	0.00	3,382.00	62.42%	6,664.00	10,046.00	(1,046.00)	-11.62%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	177,970.23	63.75%	6,312.39	0.00	171,657.84	65.04%	6,664.00	178,321.84	312,678.16	63.68%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	5,728.50	90.45%	367.09	0.00	5,361.41	91.06%	3,225.80	8,587.21	53,009.00	88.35%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	4,550.29	81.77%	259.00	0.00	4,299.29	82.00%	6,981.48	11,280.77	15,969.23	63.88%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	8,791.86	60.04%	3,245.50	0.00	5,546.36	74.79%	1,046.00	6,592.36	15,407.64	70.03%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	37,417.40	71.22%	2,449.76	0.00	34,967.64	73.10%	91,671.66	126,639.30	3,832.50	2.95%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	13,024.92	67.44%	587.38	0.00	12,437.54	68.91%	29,154.21	41,591.75	(1,039.21)	-2.60%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	2,850.50	88.60%	1,085.92	0.00	1,764.58	92.94%	1,158.42	2,923.00	22,284.65	89.14%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	28,525.13	61.45%	2,498.66	0.00	26,034.47	64.82%	27,757.26	53,791.73	24,764.29	33.47%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	100,896.60	73.17%	10,485.31	0.00	90,411.29	75.95%	160,994.83	251,406.12	134,228.10	35.70%

ALL[illegible]NTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED April 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 4/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	18,354.05	63.29%	1,692.81	0.00	16,661.24	66.68%	28,914.14	45,575.38	4,518.12	9.04%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	18,354.05	63.29%	1,692.81	0.00	16,661.24	66.68%	28,914.14	45,575.38	4,518.12	9.04%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,377.50	-4.19%		0.00	9,377.50	-4.19%	0.00	9,377.50	(377.50)	-4.19%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	16,555.52	58.61%	1,114.90	0.00	15,440.62	61.40%	3,429.27	18,869.89	21,159.21	52.90%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	26,801.94	70.22%	4,751.57	0.00	22,050.37	75.50%	6,991.72	29,042.09	62,183.35	69.09%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	52,734.96	63.12%	5,866.47	0.00	46,868.49	67.22%	10,420.99	57,289.48	86,965.06	60.81%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	556,731.05	62.10%	30,906.71	0.00	525,824.34	64.21%	226,124.91	751,949.25	720,995.51	49.63%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,041.41	97.98%	219.95	0.00	3,821.46	98.09%	285.90	4,107.36	199,786.51	99.89%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	16,930.30	66.14%	125.00	0.00	16,805.30	66.39%	0.00	16,805.30	45,153.70	90.31%
4405	TELEVISION EQUIPMENT	10,000	10,000	8,776.54	18776.54	30,335.02	-203.35%	54.02	0.00	30,281.00	-202.81%	6,412.54	36,693.54	(17,917.00)	-179.17%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	280,000	24,629.41	304629.4	51,306.73	81.68%	398.97	0.00	50,907.76	81.82%	6,698.44	57,606.20	247,023.21	80.22%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	343,069.47	77.64%	19,956.81	0.00	323,112.66	78.94%	303,230.05	626,342.71	1,006,842.89	65.62%
4520	PERIODICALS	300,000	300,000	5,348.00	305348.0	83,267.31	72.24%	637.12	0.00	82,630.19	72.46%	3,683.30	86,313.49	219,035.31	73.01%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	22,979.70	87.23%	8,734.05	0.00	14,245.65	92.09%	20,244.78	34,490.43	167,671.72	93.15%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	12,763.60	74.47%	317.42	0.00	12,446.18	75.11%	23,109.25	35,555.43	14,679.60	29.36%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	462,080.08	77.62%	29,645.40	0.00	432,434.68	79.05%	350,267.38	782,702.06	1,408,229.52	68.22%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,344,281	151,279.99	2495560.	513,386.81	78.10%	30,044.37	0.00	483,342.44	79.38%	356,965.82	840,308.26	1,655,252.73	70.61%
	TOTAL EXPENDITURES	9,894,281	9,894,281	169,781.74	10064062	3,111,086.21	68.56%	330,756.45	157,049.52	2,937,299.28	70.31%	612,302.32	3,549,601.60	6,514,461.14	65.84%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(2,382,108.26)		(190,766.26)	(145,049.52)	(2,336,391.52)		(612,302.32)	(3,549,601.60)	1,997,198.10	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 23, 1991	)	
	)	
A RESOLUTION TO AMEND THE	)	No. 1991-10
LIBRARY'S POLICY ON NEPOTISM	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following revised policy on nepotism, consisting of one page, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 23rd day of May, 1991.

Dean Me Mehan
President

Patricia E. Riley
Secretary

POLICY

Subject: NEPOTISM

Adopted: May 23, 1991

Effective: May 23, 1991

New ( ) Revised (x)

Supersedes policy adopted 4/25/85

In those cases where an applicant for employment is a family member of a current staff member, the library will consider that applicant for employment in a department other than the one in which the staff member works.

The library will not hire family members of the Board of Library Trustees. The library will not hire family members of managers or supervisors in grade M4 through grade M9.

Where other close family relationships exist within a department or division, the library will consider each case individually and seek a resolution in the best interest of sound management practice and the concerned staff members.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 23, 1991	)	
	)	
A RESOLUTION TO APPROVE THE	)	No. 1991-11
LIBRARY'S POLICY ON SEXUAL	)	
HARASSMENT	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following policy on sexual harassment, consisting of two pages, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 23rd day of May, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

POLICY

Subject: SEXUAL HARASSMENT

Adopted: May 23, 1991

Effective: May 23, 1991

New (x) Revised ( )

It has always been the policy of the Allen County Public Library that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which weakens morale, and which therefore interferes with the individual's effectiveness and work environment.

Such conduct, whether committed by supervisors, non-supervisory personnel or non-employees, is specifically prohibited and disciplinary action will be taken if such conduct is found to be valid. Such behavior includes, but is not limited to: repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive contact.

In addition, no one should imply or threaten that an applicant or employee's cooperation, or refusal, of a sexual nature will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

COMPLAINT PROCEDURE

All staff members are most strongly encouraged to report any conduct which they believe to be sexually harassing in nature at the earlist possible time. Complaints of sexual harassment should be reported immediately to the Personnel manager or to the Director of the library. Staff members who make a complaint of sexual harassment will experience no adverse impact on their employment. Retaliation by others involved in the complaint will not be tolerated.

The investigation of the complaint of sexual harassment will remain as confidential as possible.

All managers or supervisors should report immediately any incidents which they witness, or any incidents of which they have second-hand knowledge, which may be considered sexual harassment.

CORRECTIVE ACTION

The library will take the following corrective action when it receives a complaint of sexual harassment:

1. Inform the complaining employee that the reported behavior violates the library's policy and that corrective action will be taken.
2. Investigate the complaint as quickly and confidentially as possible.
3. Take disciplinary steps against the offending employee or non-employee if the complaint of sexual harassment is substantiated.

For employees of the library, these disciplinary steps include a written warning or termination of employment. For representatives of companies with which the library transacts business, these steps include an official written complaint to the vendor's supervisor or refusal to transact business. For patrons of the library, these disciplinary steps include a verbal warning; a written warning and temporary suspension of library privileges; and permanent suspension of library privileges.

The implementation and maintenance of this policy is the responsibility of the Personnel manager.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 23, 1991	)	
	)	
A RESOLUTION TO AMEND THE	)	No. 1991-12
LIBRARY'S POLICY ON HOLIDAYS	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following revised policy on holidays, consisting of one page, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 23rd day of May, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

POLICY

Subject: LIBRARY HOLIDAYS

Adopted: May 23, 1991

Effective: Immediately

New ( ) Revised (x)

Supersedes policies adopted 12/22/86 and 10/26/89

The Allen County Public Library shall observe the following holidays:

New Year's Day (Library closed, paid holiday.

Washington's Birthday (Library open, paid holiday. May be taken by staff any time prior to Labor Day of same year with approval of manager.)

Good Friday (Library closed 11:30-3:00. Staff scheduled to work during this period are paid for this time; those not scheduled receive no compensating pay or time off.)

Easter (Library closed, staff schedules adjusted.)

Memorial Day (Library closed, paid holiday.)

Independence Day (Library closed, paid holiday.)

Labor Day (Library closed, paid holiday.)

Thanksgiving Day (Library closed, paid holiday.)

Christmas Eve Day (Paid holiday. Scheduling depends on the calendar in a given year, and is determined annually by the board.)

Christmas (Paid holiday. Scheduling depends on the calendar in a given year, and is determined annually by the board.)

When a paid holiday on which the library is closed falls on a Saturday or Sunday, the board shall determine the manner in which the holiday is observed in that year. The library may either close on another day before the holiday, or the holiday may be treated as a floating holiday, to be taken by the staff at another time in accordance with rules set forth by the board.

The board shall annually adopt a schedule of holidays and closing dates in accordance with this policy, which shall be communicated to the staff.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 23, 1991	)	
	)	
A RESOLUTION TO AMEND THE	)	No. 1991-13
LIBRARY'S POLICY ON SICK LEAVE	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following revised policy on sick leave, consisting of two pages, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 23rd day of May, 1991.

Dean McNolan
President

Patricia E Riley
Secretary

POLICY

Subject: SICK LEAVE

Adopted: May 23, 1991

Effective: May 23, 1991

New ( ) Revised (x)

Supersedes policies adopted 12/30/82 and 11/29/84

Full-time staff members and part-time staff members authorized to work 30 hours or more per week will earn paid sick leave.

Staff members who are authorized to work 40 hours per week will earn eight hours of paid sick leave for each two pay periods worked, up to a maximum of 80 hours per year. Sick leave which is not used will accumulate up to 520 hours or 65 working days.

Staff members who are authorized to work 30 hours or more per week will earn six hours of paid sick leave for each two pay periods worked, up to a maximum of 60 hours per year. Sick leave which is not used will accumulate up to an amount equal to 13 weeks of the appropriate current authorized hours.

Staff members will be eligible to use sick leave after 90 days of employment.

Temporary staff members are not eligible to earn paid sick leave.

Conditions for use of sick leave

Sick leave will be used under the following conditions:

1. For the illness, injury, or medical confinement or disability of the staff member, a member of his or her immediate family, or member of the staff member's household. Immediate family is defined as a spouse, child, parent, sibling, parent, grandparent or a similar relationship established by marriage.

2. For medical or dental appointments of the staff member, a member of his or her family, or a member of the staff member's household. When it is possible, medical and dental appointments should be made outside scheduled work time.

Sick leave may be used only after it has been earned.

The minimum amount of sick leave which can be used at one time is one hour.

Recordkeeping

Use of sick leave will be recorded on each staff member's time card (Employee Biweekly Work Record). A current account of a staff member's earning and eligibility for sick leave will be forwarded to the appropriate department manager.

Extended absence

The library may require a medical certificate at any time. In the case of an extended medical absence during which the employee's accumulated sick leave is exhausted, available earned vacation time will be applied to the remaining days of absence.

When a staff member anticipates an absence from work of longer than five (5) days for medical reasons, the staff member should inform his or her supervisor and the Personnel manager so that appropriate plans may be made to continue the staff member's work during the absence.

Long-term disability

In conjunction with its sick leave policy, the library provides long-term disability insurance for full-time staff embers and staff members authorized to work 30 hours or more per week. This insurance becomes effective after the ninetieth (90th) day of disability. After this time, the disability insurance will provide a benefit to each employee of 60% of regular monthly earnings. Full details of this plan are contained in a booklet distributed to all eligible staff members.

If a staff member with one (1) year of service or more exhausts his or her accumulated sick leave and available vacation time before the ninetieth (90) day, the Library will pay the employee 70% of regular monthly earnings to the ninetieth (90th) day of disability.

Administration

The administration and interpretation of this policy is the responsibility of the Personnel manager.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

May 23, 1991	)	
	)	
RESOLUTION TO PUBLISH NOTICE	)	No. 1991-14
TO TAXPAYERS OF PROPOSED	)	
ADDITIONAL APPROPRIATIONS	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of June 27, 1991, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
4405 Television Equipment	67,271.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Dean McMahan
President

Patricia E. Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims June 14, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $260,184.89 on June 14, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	5/31 & 6/14/91	#2943 & 2945		$ 1,781.00
Payroll				
06/07/91	gross $190,184.92		net	136,735.68
06/07/91	Payroll taxes (electronic transfer)			56,883.23
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 06/07/91				64,784.98
Less VOIDS:				0.00
Accounts Payable Check Batches Subtotal:				$ 64,784.98
Grand Total			$	$260,184.89

Mrs. Gates, Mr. McMahan, Mrs. Riley, and Mr. Carmean approved and signed the register of claims as presented by the director.

Patricia E. Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
June 27, 1991
3:00 p.m. - Little Turtle Branch

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of May 23, 1991, and meeting for approval of claims of June 14, 1991.

4. Financial report for May, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Resolution No. 1991-16, "Resolution to Approve a Library Policy on AIDS."

10. Resolution No. 1991-17, "Resolution to Approve a Library Policy on a Drug-Free Workplace."

11. Other business.

    a. Public hearing on proposed additional appropriations - $67,271.00 for purchase of television equipment.

    b. Resolution No. 1991-18, "Resolution of Appropriations." Authorizing expenditure of the additional $67,271.00.

    c. Report on video equipment bids. Award of contracts to be made subject to final approval of additional appropriations by State Board of Tax Commissioners.

    d. Conflict of interest disclosure statement.

12. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of June 27, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, June 27, 1991, at 3:00 p.m. at Little Turtle branch library. Those present were Mr. McMahan presiding, Mrs. Gates, Mrs. Koehlinger, Mr. Andorfer, Mr. Carmean, Mr. Coleman, and Mrs. Riley.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of May 23, 1991, and the minutes of the approval of claims of June 14, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for May, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

APPROVAL OF CLAIMS

Manual checks: None			$ 0.00
6/28/91 Wire (repay temp. loan w/interest)			1,511,126.71
7/1/91 Bond & Interest Payments ('77 & '86)			348,477.50
Payroll			
06/21/91	gross 193,942.52	net	139,320.27
06/28/91 Payroll taxes (electronic transfer)			58,023.76
Accounts Payable Check Batches (See "Vendor Check History" for detail of total)			
Dated 06/21/91			34,582.44
Dated 06/28/91			428,819.72

Less VOIDS:	None 0.00
Accounts Payable Check Batches Subtotal:	463,402.16
Grand Total	$2,520,350.40

REPORT OF DIRECTOR

Mr. Krull reported that a major storytelling festival will be held June 28-29 as part of the library's summer reading extravaganza. Professional storytellers as well as local amateurs will perform at Foellinger Theater and at several library locations.

Registration of patrons for library cards has slowed from the peak early months of conversion to the CLSI system but remains brisk. Since the automated system was introduced more than 40% of Allen County residents have been registered for library cards.

The Allen County Public Library Foundation board has approved a new program to bring in outside financial support for genealogy services. A new organization, to be called the Reynolds Society in honor of Fred Reynolds, will be introduced at the Federation of Genealogical Societies national conference to be held in Fort Wayne in August. Funds will be raised from genealogy patrons, many of whom are from outside of Allen County, through annual membership dues in the society. Benefits of membership will include the distinction of helping to support one of the world's most distinguished genealogical collections, a periodic newsletter, member badge, and perhaps discounts at local hotels and restaurants.

Indexing of the bibliographic database in preparation for CL-CAT, the library's online patron access catalog, is progressing well. In the near future a decision will be made as to when the online catalog will be made available to the public.

Mr. Fortriede reported on service statistics for the month of May and the year to date.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Judith Beckwith	Librarian II (Children's) Dupont Branch	#082	$24,000.08
Dave Crick	Senior Building Engineer Maintenance Services	#500	$25,600.12

RESOLUTION TO APPROVE POLICY ON AIDS

Mr. Carmean moved the adoption of Resolution No. 1991-16, "Resolution to Approve the Library's Policy on AIDS." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO APPROVE POLICY ON A DRUG-FREE WORKPLACE

Mrs. Riley moved the adoption of Resolution No. 1991-17, "Resolution to Approve the Library's Policy on a Drug-Free Workplace." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

PUBLIC HEARING ON PROPOSED ADDITIONAL APPROPRIATIONS FOR PURCHASE OF TELEVISION EQUIPMENT

Mr. McMahan opened the meeting for public comment on proposed additional appropriations in the amount of $67,271.00 for the purchase of television production equipment. When no taxpayers appeared to be heard on the matter, the public hearing was declared to be closed.

RESOLUTION OF APPROPRIATIONS

Mr. Carmean moved the adoption of Resolution No. 1991-18, "Resolution of Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON TELEVISION EQUIPMENT BIDS

Rick Hayes presented a report on bids received from vendors to supply television production equipment according to specifications issued by the library. Bids received were as follows:

Video Equipment

	B&J	CRUSE	DUNCAN	MARKEY
Sony VO-8800 VCR	3582.00	3682.00	3726.10	No Bid
VCR Carrying Case	148.00	145.00	140.75	No Bid
Sony DXC-3000 camera	14277.00	14675.50	14940.25	No Bid
Canare audio snake	877.00	No Bid	788.20	No Bid

Canare cable reel	285.00	No Bid	245.90	No Bid
Symetrix phone interface	No Bid	No Bid	272.20	No Bid
Sony CCU & camera cable	3415.00	3510.00	3587.00	No Bid
Five Leightronics cables	777.00	500.00	717.45	No Bid
Freight	No Charge	167.00	No Charge	No Charge
CD/Cassette Player	No Bid	No Bid	1319.85	1169.00
Beyer Audio Headsets	No Bid	369.00	360.45	No Bid

Computer Equipment

	B&J	CRUSE	DUNCAN	COMPUTER CORNER	INTER-COMPUTING	TENEX
Amiga comp. system	$6386.00 33mgz	$5584.00 25mgz	$5630.15 25mgz	$6653.00 33mgz	$5425.00 22mgz	$7484.00 50mgz
Video toaster	No Bid	1768.00	2828.30	3110.00	2309.00	2348.00
Syquist for IBM pc	No Bid	No Bid	997.55	No Bid	1049.00	748.00

Since not all vendors bid on all pieces of specified equipment, the purchase contract cannot be awarded to a single vendor. The most advantageous method for the library from a cost standpoint would be to purchase each item from the vendor offering the lowest price for that item.

Mr. Andorfer moved "that individual items of equipment be purchased from the vendor offering the best price on an item-by-item basis, subject to approval of this approach by the library's legal counsel." The motion carried.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The director presented a conflict of interest disclosure statement submitted by Steven Myers, a librarian in the Genealogy Department. Mr. Myers has been instrumental in finding a source for custom-manufactured drive cables for old Recordak microfilm readers. These machines are no longer manufactured and parts are difficult to obtain. Currently nine machines are out of order because there is no source of the drive cables needed to repair them. A manufacturer is willing to produce small quanities of cables but only if someone will act as sales agent. Mr. Myers has agreed to do this, but his involvement constitutes a

conflict of interest that must be disclosed and approved by the board before the library could purchase the cables. On motion of Mrs. Koehlinger the conflict of interest disclosure statement was approved as submitted, and will be filled with the proper offices according to law.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:52 p.m.

Dean McMeekan
President

Patricia E. Riley
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT MAY 31, 1991

A

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS			GENERAL	GENERAL LONG-	May 31	May 31
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	FIXED ASSETS	TERM DEBT	1991	1990
ASSETS											
CASH ON DEPOSIT	65,194	22,043	0	92,651	35,190	84,543	61,878			361,499	395,106
CASH ON HAND	3,177									3,177	2,635
CASH WITH FISCAL AGENT				220						220	568
INVESTMENTS AT COST	920,618			224,575	0	0	0			1,145,193	1,450,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	0					0	0			0	2,294
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	35,000
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									317,226	317,226	202,544
AMT TO BE PROVIDED--RET OF DEBT.									10,712,774	10,712,774	11,059,956
AMT TO BE PROVIDED--VAC PAY LIAB									275,447	275,447	283,587
TOTAL ASSETS	1,000,989	22,043	0	317,446	35,190	84,543	61,878	26,547,884	11,305,447	39,375,421	28,184,117
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	17	0	0			0	0			17	683
TEMPORARY LOANS/FINANCING	1,500,000									1,500,000	1,000,000
ACCRUED WAGES & BENEFITS	218,612								275,447	494,059	453,362
UNREMITTED WITHHOLDINGS	25,351									25,351	21,111
(DEPOSITS PAYABLE(Record & Other)	(20)									(20)	(70)
DUE TO OTHER FUNDS	0									0	35,000
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	568
G O BONDS & CAP LEASES PAYABLE	0								11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	1,743,961	0	0	220	0	0	0	0	11,305,447	13,049,628	12,773,154
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	615,050	6,971	0	0	0	84,543	9,090	0	0	715,654	1,000,367
RESERVED FOR PREPAID ITEMS.										0	0
RESTRICTED-SPECIAL REVENUE.		15,072	0							15,072	8,276
DESIGNATED FOR DEBT SERVICE				317,226		0				317,226	202,544
UNRESERVED	(1,358,021)		0		35,190	0	52,788			(1,270,044)	(546,651)
TOTAL FUND EQUITY	(742,972)	22,043	0	317,226	35,190	84,543	61,878	26,547,884	0	26,325,793	15,410,563
TOTAL LIABILITIES & FUND EQUITY	1,000,989	22,043	0	317,446	35,190	84,543	61,878	26,547,884	11,305,447	39,375,421	28,184,117

MODIFIED ACCRUAL
UNAUDITED
MAY 1991
COMB9105

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED May 31, 1991

10-Jun-91

B

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	MAY 31, 1991	MAY 31, 1990
REVENUES:									
AUTO EXCISE TAX	151,097.03			18,065.95				169,162.98	404,237
REAL PROPERTY TAX LEVY	916,575.00			109,575.00				1,026,150.00	0
INTANGIBLES TAX & COIT	367,334.71			85,751.54				453,086.25	205,225
USER FEES	149,607.89							149,607.89	111,664
INTERGOVERNMENTAL REVENUE	34,901.69		0.00					34,901.69	43,601
PARKING FEES	61,287.47							61,287.47	70,967
GIFTS & DONATIONS	14.06	8,861.55						8,875.61	2,933
INTEREST	20,205.57					3,562.48	1,822.24	25,590.29	111,613
OTHER REVENUES & PROCEEDS	25,668.53			0.00				25,668.53	21,347
TOTAL REVENUES	1,727,091.95	8,861.55	0.00	213,392.49	0.00	3,562.48	1,822.24	1,954,730.71	970,987
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	2,346,925.49	0.00	0.00					2,346,925.49	1,982,917
SUPPLIES	100,303.16	295.77	0.00			5,173.14		105,772.07	141,948
PROFESSIONAL SERVICES	25,520.33	300.00	0.00			68,421.41	5,174.00	99,423.74	300,307
COMMUNICATION & TRANSPORTATION	108,050.85	738.50	0.00			0.00		108,829.35	78,737
INSURANCE	91,606.00							91,606.00	98,994
UTILITY SERVICES	207,370.72							207,370.72	154,409
REPAIRS & MAINTENANCE	144,273.48					0.00		144,273.48	123,175
LEASING & MISCELLANEOUS SERVICES	74,133.91	0.00	0.00			0.00		74,133.91	75,188
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	51,517.66	0.00	0.00			30,857.48	6,389.48	88,764.62	1,419,305
LIBRARY MATERIALS	507,144.60	248.45	0.00			0.00	7,713.76	515,106.81	553,806
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	118,640
TOTAL EXPENDITURES	3,656,686.20	1,590.72	0.00	627,102.50	0.00	104,452.03	19,277.24	4,409,308.69	5,282,926
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,929,794.25)	7,270.83	0.00	(413,710.01)	0.00	(100,889.55)	(17,455.00)	(2,454,577.98)	(4,311,938)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,929,794.25)	7,270.83	0.00	(413,710.01)	0.00	(100,889.55)	(17,455.00)	(2,454,577.98)	(4,311,938)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,475
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-APR 30 '91	(742,971.61)	22,043.04	0.00	317,225.85	35,189.99	84,543.02	61,878.19	(222,091.52)	670,536

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	151,097.03		0.00		151,097.03				881,761.97	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	916,575.00		0.00		916,575.00				5,841,823.00	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	345,380.19		24,675.19		320,705.00				429,021.00	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	1,493,595.13		58,588.39	0.00	1,435,006.74				7,198,960.26	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	67,778.76				67,778.76				52,221.24	
5202	EXTENDED USE FEES	130,000	130,000		130000	80,887.34		0.00	0.00	80,887.34				49,112.66	
5203	FAX FEES	1,000	1,000		1000	1,141.79				1,141.79				(141.79)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	149,807.89	0.00	0.00	0.00	149,807.89				101,192.11	
5301	FEDERAL OPERATING GRANTS	0	0		0	34,901.69				34,901.69				(34,901.69)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	26,966		26966	69,523.92		69,523.92	0.00	0.00				26,966.00	
	TOTAL GRANTS	4,000	30,966	0.00	30966	104,425.61		69,523.92	0.00	34,901.69				(3,935.69)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	27,188.53				27,188.53				(27,188.53)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	30,079.58				30,079.58				(30,079.58)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	3,619.36				3,619.36				(3,619.36)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	400.00		12,000.00	12,000.00	400.00				149,600.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	61,287.47		12,000.00	12,000.00	61,287.47				88,712.53	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	14.06				14.06				85.94	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			0.00				0.00				0.00	
5650	INTEREST	40,000	40,000		40000	20,205.57			0.00	20,205.57				19,794.43	
5701	ACPL PUBLICATIONS	300	300		300	52.74			0.00	52.74				247.26	
5702	RESEARCH SERVICES	18,000	18,000		18000	5,652.43				5,652.43				12,347.57	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	4,649.77		(122.12)	0.00	4,771.89				7,228.11	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	3,338.73				3,338.73				(138.73)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	0.00				0.00				0.00	
5706	OTHER REVENUES	0	0		0	12,052.74				12,052.74				(12,052.74)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	25,746.41		(122.12)	0.00	25,868.53				7,631.47	
	TOTAL REVENUES	9,117,567	9,144,533	0.00	9139533	1,855,082.14	0.00	139,990.19	12,000.00	1,727,091.95				7,412,441.05	

May 1991 unaudited
ER-05REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1991

11-Jun-91
09:02 AM

2

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	1,371,707.55	63.52%	158,564.57	138,490.00	1,351,632.98	64.05%		1,351,632.98	2,408,367.02	64.05%
1102	SALARIED OVERTIME	0	0		0	4,253.06	ERR			4,253.06	ERR		4,253.06	(4,253.06)	ERR
1103	SALARIED VACATION	0	0		0	84,838.69	ERR			84,838.69	ERR		84,838.69	(84,838.69)	ERR
1104	SALARIED SICK PAY	0	0		0	29,574.52	ERR			29,574.52	ERR		29,574.52	(29,574.52)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	7,153.56	ERR			7,153.56	ERR		7,153.56	(7,153.56)	ERR
1106	SALARIED HOLIDAY	0	0		0	42,103.63	ERR			42,103.63	ERR		42,103.63	(42,103.63)	ERR
1107	SALARIED JURY DUTY	0	0		0	220.51	ERR			220.51	ERR		220.51	(220.51)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	3,136.97	ERR			3,136.97	ERR		3,136.97	(3,136.97)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	21,488.78	ERR			21,488.78	ERR		21,488.78	(21,488.78)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	10,587.86	ERR			10,587.86	ERR		10,587.86	(10,587.86)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	4,409.80				4,409.80			4,409.80	(4,409.80)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	1,579,474.93	57.99%	158,564.57	138,490.00	1,559,400.36	58.53%	0.00	1,559,400.36	2,200,599.64	58.53%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	382,943.55	61.71%	39,641.14	38,110.36	381,412.77	61.86%		381,412.77	618,587.23	61.86%
1202	HOURLY OVERTIME	0	0		0	1,402.69	ERR			1,402.69	ERR		1,402.69	(1,402.69)	ERR
1203	HOURLY VACATION	0	0		0	13,304.86	ERR			13,304.86	ERR		13,304.86	(13,304.86)	ERR
1204	HOURLY SICK PAY	0	0		0	1,660.61	ERR			1,660.61	ERR		1,660.61	(1,660.61)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	1,599.74				1,599.74			1,599.74	(1,599.74)	ERR
1206	HOURLY HOLIDAY	0	0		0	9,947.02	ERR			9,947.02	ERR		9,947.02	(9,947.02)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	367.23	ERR			367.23	ERR		367.23	(367.23)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	4,675.52	ERR			4,675.52	ERR		4,675.52	(4,675.52)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	415,932.74	58.41%	39,641.14	38,110.36	414,401.96	58.56%	0.00	414,401.96	585,598.04	58.56%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	1,738.80	98.91%			1,738.80	98.91%		1,738.80	158,261.20	98.91%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	8.10				8.10			8.10	(8.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	20,115.66	32.95%			20,115.66	32.95%		20,115.66	9,884.34	32.95%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	21,862.56	88.49%	0.00	0.00	21,862.56	88.49%	0.00	21,862.56	168,137.44	88.49%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	2,017,270.23	59.25%	198,205.71	176,600.36	1,995,664.88	59.68%	0.00	1,995,664.88	2,954,335.12	59.68%
1501	EMPLOYER FICA	365,000	365,000		365000	151,730.95	58.43%	15,162.74	13,509.93	150,078.14	58.88%		150,078.14	214,921.86	58.88%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	0.00	100.00%			0.00	100.00%		0.00	5,000.00	100.00%
1503	EMPLOYER PERF	155,000	155,000		155000	84,484.71	45.55%	41,159.94	28,501.74	71,746.51	53.71%		71,746.51	83,253.49	53.71%
1504	GROUP INSURANCE	275,000	275,000		275000	129,435.96	52.93%	0.00		129,435.96	52.93%		129,435.96	145,564.04	52.93%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	365,571.62	54.30%	56,322.68	42,011.67	351,260.61	56.09%	0.00	351,260.61	448,739.39	56.09%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	2,382,841.85	58.56%	254,528.39	218,612.03	2,346,925.49	59.18%	0.00	2,346,925.49	3,403,074.51	59.18%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1991

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	14,769.24	70.46%	1,156.62	0.00	13,612.62	72.77%	3,987.47	17,600.09	32,419.91	64.84%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	14,769.24	70.46%	1,156.62	0.00	13,612.62	72.77%	3,987.47	17,600.09	32,419.91	64.84%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	10,898.24	56.41%	755.10	0.00	10,143.14	59.43%	2,592.74	12,735.88	13,760.92	55.04%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	3,755.56	71.11%	777.07	6.50	2,984.99	77.04%	0.00	2,984.99	10,015.01	77.04%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	18,358.08	63.28%	11,038.21	0.00	7,319.87	85.36%	2,283.14	9,603.01	40,396.99	80.79%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	5,592.19	86.02%	0.00	0.00	5,592.19	86.02%	4,146.92	9,739.11	31,032.03	77.58%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	1,457.23	70.86%	97.05	0.00	1,359.38	72.81%	347.05	1,706.43	3,293.57	65.87%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	816.84	94.55%	102.07	0.00	714.77	95.23%	37.75	752.52	14,247.48	94.98%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	11,167.21	72.08%	258.95	6.00	10,908.26	72.73%	4,041.58	14,949.84	25,530.97	63.83%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	34,550.87	42.42%	893.92	0.00	33,656.95	43.91%	2,826.94	36,483.89	25,197.79	42.00%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	88,466.22	65.03%	13,923.17	6.50	74,569.55	70.53%	16,276.12	90,845.67	168,384.76	66.56%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	10,610.28	41.05%	113.73	10.57	10,507.12	41.63%	2,471.43	12,978.55	5,304.88	29.47%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	1,697.33	83.03%	83.46	0.00	1,613.87	83.86%	72.09	1,685.96	8,337.17	83.37%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	12,307.61	56.04%	197.19	10.57	12,120.99	56.71%	2,543.52	14,664.51	13,642.05	48.72%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	115,563.07	65.09%	15,276.98	17.07	100,303.16	69.70%	22,807.11	123,110.27	214,446.72	64.79%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1991

4

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	3,600.00	55.00%	0.00	0.00	3,600.00	55.00%	4,200.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	422.50	89.44%	0.00	0.00	422.50	89.44%	0.00	422.50	3,577.50	89.44%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	2,729.64	31.76%	0.00	0.00	2,729.64	31.76%	275.00	3,004.64	1,020.36	25.51%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	16,571.58	58.57%	2,739.57	0.00	13,832.01	65.42%	235.50	14,067.51	25,932.49	64.83%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	5,637.58	62.42%	701.40	0.00	4,936.18	67.09%	2,434.55	7,370.73	7,966.77	53.11%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	28,961.30	60.33%	3,440.97	0.00	25,520.33	65.04%	7,145.05	32,665.38	41,297.12	56.57%
3201	TELEPHONE SERVICE	95,000	95,000		95000	41,358.03	56.47%	2,000.00	0.00	39,358.03	58.57%	0.00	39,358.03	55,641.97	58.57%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	40,729.88	41.81%	428.86	0.00	40,301.02	42.43%	4,000.00	44,301.02	25,698.98	36.71%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	3,936.45	21.27%	53.90	0.00	3,882.55	22.35%	0.00	3,882.55	1,117.45	22.35%
3205	TRAINING & DEVELOPMENT	0	0		0	101.50	ERR	0.00	0.00	101.50	ERR	0.00	101.50	(101.50)	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	22,119.44	50.85%	604.22	0.00	21,515.22	52.19%	0.00	21,515.22	23,484.78	52.19%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	108,245.30	49.65%	3,086.98	0.00	105,158.32	51.09%	4,000.00	109,158	105,842	49.23%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	83.16	91.68%	21.78	0.00	61.38	93.86%	0.00	61.38	938.62	93.86%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	2,871.15	42.58%	0.00	0.00	2,871.15	42.58%	388.90	3,260.05	1,739.95	34.80%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	2,954.31	50.76%	21.78	0.00	2,932.53	51.12%	388.90	3,321.43	2,678.57	44.64%
3401	INSURANCE	115,000	115,000		115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
3501	NATURAL GAS	130,000	130,000		130000	83,784.71	35.55%	1,399.02	0.00	82,385.69	36.63%	0.00	82,385.69	47,614.31	36.63%
3502	ELECTRICITY	340,000	340,000		340000	120,379.47	64.59%	4,198.36	0.00	116,181.11	65.83%	0.00	116,181.11	223,818.89	65.93%
3503	WATER & SEWER	12,000	12,000		12000	5,198.93	56.68%	715.01	0.00	4,483.92	62.63%	0.00	4,483.92	7,516.08	62.63%
3504	TRASH DISPOSAL	9,000	9,000		9000	4,320.00	52.00%	0.00	0.00	4,320.00	52.00%	5,831.00	10,151.00	(1,151.00)	-12.79%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	213,683.11	56.48%	6,312.39	0.00	207,370.72	57.77%	5,831.00	213,201.72	277,798.28	56.58%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	8,916.61	85.14%	367.09	0.00	8,549.52	85.75%	4,286.49	12,836.01	48,760.20	81.27%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	6,645.05	73.42%	259.00	0.00	6,386.05	74.46%	9,458.73	15,844.78	11,405.22	45.62%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	10,657.64	50.65%	3,245.50	0.00	7,612.14	65.40%	8,766.00	16,378.14	5,621.86	25.55%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	72,762.74	44.03%	2,449.76	0.00	70,312.98	45.91%	56,769.74	127,082.72	3,389.08	2.61%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	17,601.64	56.00%	587.38	0.00	17,014.26	57.46%	25,059.04	42,073.30	(1,520.76)	-3.80%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	4,181.86	83.67%	1,085.92	0.00	3,095.94	87.62%	226.95	3,322.89	21,884.76	87.54%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	33,793.25	54.33%	2,490.66	0.00	31,302.59	57.70%	26,811.43	58,114.02	20,442.00	27.62%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	154,758.79	58.84%	10,485.31	0.00	144,273.48	61.63%	131,378.38	275,651.86	109,982.36	29.25%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED May 31, 1991

5

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 5/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	20,865.96	58.27%	1,692.81	0.00	19,173.15	61.65%	27,453.23	46,626.38	3,467.12	6.93%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	20,865.96	58.27%	1,692.81	0.00	19,173.15	61.65%	27,453.23	46,626.38	3,467.12	6.93%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,377.50	-4.19%		0.00	9,377.50	-4.19%	0.00	9,377.50	(377.50)	-4.19%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	19,792.94	50.52%	1,114.90	0.00	18,678.04	53.30%	5,245.97	23,924.01	16,105.09	40.26%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	31,656.79	64.83%	4,751.57	0.00	26,905.22	70.11%	6,205.37	33,110.59	58,114.85	64.57%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	60,827.23	57.46%	5,866.47	0.00	54,960.76	61.57%	11,451.34	66,412.10	77,842.44	54.44%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	681,902.00	53.58%	30,906.71	0.00	650,995.29	55.68%	187,647.90	838,643.19	642,301.57	43.72%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,351.31	97.82%	219.95	0.00	4,131.36	97.93%	538.58	4,669.94	199,223.93	99.61%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	16,930.30	66.14%	125.00	0.00	16,805.30	66.39%	0.00	16,805.30	45,153.70	90.31%
4405	TELEVISION EQUIPMENT	10,000	36,966	8,776.54	45742.54	30,635.62	17.13%	54.02	0.00	30,581.00	17.27%	7,730.24	38,311.24	7,431.30	20.10%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	306,966	24,629.41	331595.4	51,916.63	83.09%	398.97	0.00	51,517.66	83.22%	8,268.82	59,786.48	271,808.93	88.55%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	396,653.37	74.15%	19,956.81	0.00	376,696.56	75.45%	350,969.28	727,665.84	905,519.76	59.82%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	85,451.01	71.52%	637.12	0.00	84,813.89	71.73%	3,639.30	88,453.19	216,895.61	72.30%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	35,705.09	80.16%	8,734.05	0.00	26,971.04	85.02%	24,824.96	51,796.00	150,366.15	83.54%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	18,900.53	62.04%	317.42	0.00	18,663.11	62.67%	16,892.32	35,555.43	14,679.60	29.36%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	536,790.00	74.00%	29,645.40	0.00	507,144.60	75.43%	396,325.86	903,470.46	1,287,461.12	62.37%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,371,247	151,279.99	2522526.	588,706.63	75.17%	30,044.37	0.00	558,662.26	76.44%	404,594.68	963,256.94	1,559,270.05	65.76%
	TOTAL EXPENDITURES	9,894,281	9,921,247	169,781.74	10091028	3,769,013.55	62.01%	330,756.45	218,629.10	3,656,886.20	63.14%	615,049.69	4,271,935.89	5,819,092.85	58.65%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,913,931.41)		(190,766.26)	(206,629.10)	(1,929,794.25)		(615,049.69)	(4,271,935.89)	1,593,348.20	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 27, 1991	)	
	)	
A RESOLUTION TO APPROVE THE	)	No. 1991-16
LIBRARY'S POLICY ON AIDS	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following policy on AIDS, consisting of two pages, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 27th day of June, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

POLICY

Subject: AIDS

Adopted:

Effective: Immediately

New (X) Revised ( )

The Allen County Public Library is committed to maintaining a healthy work environment by protecting the physical and emotional health and well-being of all employees, including those who are disabled or terminally ill. The library also has a continuing commitment to provide employment for those employees with life threatening diseases, including but not limited to heart disease, cancer or AIDS, as long as they are deemed medically fit and are able to meet acceptable performance standards. This AIDS policy is a direct outgrowth of these commitments.

Based on current medical evidence which indicates that AIDS is not spread by casual contact, the library's policy will be to employ those with the disease, or suspected of having the disease, as long as they are deemed medically able to work and can meet acceptable performance standards. Some exceptions may be made for certain positions in which the well-being of others or the AIDS patient may be compromised.

When there is concern that an employee with AIDS (or any other medical condition) may not be able to perform assigned duties, a medical examination may be required to determine fitness for work. In addition to determining fitness for work, this medical opinion must also state that illness of the AIDS-affected staff member is non-infectious to other persons in ordinary work contact.

AIDS will be treated as any other life-threatening illness with respect to health, disability and leave benefits.

As with the medical records of any employee with an illness or injury, the medical records of employees with AIDS will be confidentially maintained to prevent disclosures in violation of individual privacy rights. Under Indiana Law, it is a criminal violation (Class A Misdemeanor) for any person who is responsible for maintaining, recording, or reporting medical information related to AIDS infection or exposure to recklessly, knowingly, or intentionally disclose or fail to protect the confidential information. Therefore, the Allen County Public Library will honor and strictly enforce the privacy of those with AIDS just as it does with those staff members with personal health problems such as coronary heart disease, diabetes, or cancer.

If an employee with AIDS is medically able to work but requires reasonable job accommodation in order to maintain employment, the library is committed to providing that accommodation. The employee, the employee's manager and the personnel manager will work to implement any reasonable job accommodation or job change for the employee with a diagnosed condition of AIDS.

All staff members are encouraged to be compassionate and understanding toward the staff member with an AIDS-related condition. While that person is attempting to cope with his or her own vulnerability and fears, the support and understanding of friends and colleagues can be particularly valuable.

If a healthy employee refuses to work with an employee who is diagnosed with an AIDS condition and is medically approved as able to work, the healthy employee may apply for another job within the library's normal employment procedure. The library will provide active on-going education about AIDS for all staff members and training for supervisors. Usually fears about contracting AIDS are based on misinformation or lack of knowledge about how AIDS is spread. Education providing accurate medical information can best alleviate fears of contracting an AIDS condition. Learning preventative measures to avoid contracting an AIDS condition is everyone's best protection.

Staff members who may be exposed to bodily fluids in the course of their work will receive training in the use of "universal precautions" and special protective equipment. Staff will also be provided with the necessary equipment and supplies. Refusal to use such required precautions will result in dismissal.

The Allen County Public Library will monitor current medical developments and be prepared to alter this policy as medical understanding regarding AIDS changes. At all times the library's commitment to the health and safety of all employees will be the guiding precept.

The implementation and maintenance of this policy is the responsibility of the Personnel manager. Any information or concerns related to AIDS in the workplace should be brought to the attention of the Personnel manager immediately.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 27, 1991	)	
	)	
A RESOLUTION TO APPROVE THE	)	No. 1991-17
LIBRARY'S POLICY ON DRUG-FREE	)	
WORKPLACE	)	

RESOLVED, by the Board of Library Trustees, of the Allen County Public Library, Allen County, Indiana, that the following policy on drug-free workplace, consisting of two pages, be, and the same is hereby approved, and shall become effective immediately upon the adoption of this resolution.

Adopted this 27th day of June, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

POLICY

Subject: DRUG FREE WORKPLACE

Adopted:

Effective: Immediately

New (x) Revised ( )

Because the Allen County Public Library receives federal funds either as a contractor or grantee, it is covered by the Drug-Free Workplace Act of 1988. Therefore, the library must certify to the federal government that it will provide a drug-free workplace. This policy is established in compliance with that requirement.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances*, illegal drugs or alcohol is prohibited in the workplace of the Allen County Public Library and when conducting the business of the library off library premises. The misuse of any prescription or non-prescription drug or medication on library premises or when conducting the business of the library is also prohibited.

As a condition of initial and continued employment, all staff members of the Allen County Public Library must abide by the terms of this policy.

As with all information and discipline relating to personnel policies, all information related to violation of this policy will be confidential to protect staff members' right to privacy; any information given will be limited strictly to those with a legitimate need to know.

Any violation of this drug-free workplace policy will result in disciplinary action up to and including termination. The severity of the action will depend upon the circumstances of each case. Action may include the following: a written warning; the successful completion of an alcohol or drug rehabilitation program; or termination of employment. If a staff member voluntarily seeks referral to an alcohol or drug abuse rehabilitation program, any pending disciplinary action may be suspended until the successful completion of such a program. Any staff member who engages in the sale, attempted sale, distribution or transfer of illegal or controlled drugs will be dismissed immediately.

Furthermore, any staff member convicted of a criminal drug statute offense occurring in the workplace must notify the Personnel manager no later than five (5) days after the conviction.

The library must notify the contracting or granting federal agency within ten (10) days after receiving notice of any employee conviction.

In addition, the library will take disciplinary action involving the staff member who is convicted or require the staff member to participate satisfactorily in a drug or alcohol abuse

assistance or rehabilitation program within thirty (30) days after receiving notice of an employee conviction.

The Allen County Public Library will establish an awareness program to inform staff members of the following:

1. The dangers of drug and alcohol abuse in the workplace;
2. The Allen County Public Library's policy of maintaining a drug-free workplace;
3. Any drug or alcohol counseling or rehabilitation programs;
4. Supervisory training to assist supervisors and managers in recognizing and addressing drug and alcohol abuse by staff members;
5. Penalties that may be imposed for drug or alcohol abuse violations occurring in the workplace.

The Allen County Public Library will make continuing good-faith efforts to maintain a drug-free workplace by implementing the actions outlined in this policy.

The implementation and maintenance of this policy is the responsibility of the Personnel manager.

* Controlled substances are those identified in Schedules I through V of Section 202 of the Controlled Substances Act and in Regulation 21 CFR Section 1308.11-.15. Copies of these schedules may be reviewed in the Sub-station, the-library's professional library, and in the Personnel office.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

June 27, 1991)
)
RESOLUTION OF APPROPRIATIONS) No. 1991-18

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY AUTOMATION FUND	AMOUNT APPROPRIATED
4405 Television Equipment	$67,271.00
Total	$67,271.00

These appropriations are made from additional receipts.

Presented to the Allen County Public Library Board, read in full and adopted this 27th day of June 1991, by the following aye and nay vote.

Aye	Nay
Patricia E. Riley	
Lee Gates	
Mary Bechinger	
Ethelyn Anderson	
[illegible]	
Dean McMahan	
Charles E. Cole	

ITEM	MAKE/ MODEL	SERIAL NO.	ADPL I.D.#	COMMENTS
Adding machine	Remington 211			
Answering machine	Code-a-phone 2500	JC 007836	2325	Repair exceeds value
Calculator	Canon P-101D	705128	0026	Repair exceeds value
Calculator	Casio DR-1211	2129119	1759	Repair exceeds value
Card file	Double drawers, 3x5"		2281	
Card file	Double drawers, 4x6"		2283	
Card file	Double drawers, 3x5"		2280	
Cassette Recorder	Audiotronics 264	011049		Parts not available
Cassette Recorder	Marantz PMD-340	32U110C45		Repair exceeds value
Copier	Toshiba 4515	UH 323589	3264	Poor condition
Desk chair				Poor condition
Dictaphone	Edison	451340		
Disk Drive	Apple	1435834	0553	Repair estimate $200
Disk Drive	Apple	KA86083	1382	Repair estimate $400
Disk Drive	Atari 1050	01829	0384	
Disk Drive	Atari 1050	30896	0698	
Disk Drive	Atari 1050	30964		
Fiche Reader	Microbook 710	1555B		
Fiche Reader	NMI 90	A0037D404	2604	Repair exceeds value
Keyboard	Atari 130XE	1094046		
Keyboard	Atari 130XE	1094508	1291	
Keyboard	Atari 130XE	115833B		
Keyboard	IBM		2140	Repair exceeds value
Keyboard	IBM		2138	Repair exceeds value
Keyboard	IBM		2144	Repair exceeds value
Microfilmer	Recordak Starfile RV-1		0116	
Microfilmer	Recordak Starfile RV-1	6764	0323	
Microfilmer	Recordak Starfile RV-1	6785		
Microfilmer	Recordak Starfile RV-1	6883	0144	
Microfilmer	Recordak Starfile RV-1	7161	0182	
Microfilmer	Recordak Starfile RV-1	7206	1218	
Microfilmer	Recordak Starfile RV-1	7960	0675	
Microfilmer	Recordak Starfile RV-1	7965	0577	
Microfilmer	Recordak Starfile RV-1	7969	3643	
Microfilmer	Recordak Starfile RV-1	7971	3645	
Microfilmer	Recordak Starfile RV-1	7974	0851	
Microfilmer	Recordak Starfile RV-1	7991	0982	
Microfilmer	Recordak Starfile RV-1	8028	0071	
Microfilmer	Recordak Starfile RV-1	8089	1235	
Microfilmer	Recordak Starfile RV-1	8178	1236	
Microfilmer	Recordak Starfile RV-1	8240	1831	
Monitor	Magnavox 80	40416301	2136	Repair exceeds value
Monitor	Sanyo	21903810	1438	
Monitor	Sysdyne	6249115	0284	Screen blanks out
Monitor	Sysdyne	63495947	0289	Screen blanks out
Monitor	Zenith	291-53420931	3348	Repair exceeds value
Monitor	Zenith	6856176	0240	Donated by Friends
Monitor	Zenith	T01E12	0424	Repair exceeds value
Monitor	Zenith	T01F07		Repair exceeds value
Numbering Machine	Recisprint	263092		Repair exceeds value
Opaque projector	Chas. Besler	85848		Donation
Printer	Diablo 620	37010075	0549	Repair exceeds value
Printer	Epson MX-80	448974	2623	Needs new print head

ITEM	MAKE/ MODEL	SERIAL NO.	ACPL I.D.#	COMMENTS
Printer	IBM Quietwriter III	7066240		Repair estimate $800
Printer	TI-810	06405	3874	Repair exceeds value
Program Recorder	Atari 1010	61690163		
Program Recorder	Atari 1010	83934203		
Program Recorder	Atari 410	68721		
Security station	Trace	224151		Broken
Security station	Trace	225985		
Table lamps (3)				
Touch Tablet	Atari	4178		
Transcriber	Sony BM-815T	22613	0557	Repair exceeds value
Tuner	National SW-54	307 7567	2346	Short circuits - wire cut
Typewriter	IBM	1785025		
Typewriter	IBM	6150372		Repair exceeds value
Typewriter	IBM	6560710	3310	
Typewriter	IBM	6560711	3046	Repair exceeds value
Typewriter	IBM	6674480		Repair exceeds value
Typewriter	IBM Selectric	5733144	2028	Broken space bar
Typewriter	IBM Selectric II	2013862	3792	Repair exceeds value
Typewriter	IBM Selectric II	4939018	0489	Repair exceeds value
Typewriter	IBM Selectric II	4939020	1684	Repair estimate $200
Typewriter	Remington 1550	2001632	4134	
Typewriter	Remington (manual)	M596522	0114	
Typewriter	Silver-Reed 223C	70226044	3517	Repair exceeds value
Typewriter	Silver-Reed 223C	70231878	2351	Keyboard is locked up
Typewriter	Silver-Reed 225C	370159101		Repair exceeds value
Typewriter	Silver-Reed 225C	70147518	3233	Poor condition
Typewriter stand	Tiffany		3222	
Typewriter stand	Tiffany			
Typewriter stand	Tiffany			
Typewriter stand	Tiffany		3149	
Typewriter stand	Tiffany		3243	
Typewriter stand	Tiffany		3238	
VCR	GE 7100	6R1T74199	4108	Repair estimate $125

Elevator doors sub - basement

1	Water fountain
2	Fuse boxes (new)
3	Toilet stools
3	sinks
1	Urinal
1	Metal paper towel dispenser
24	4 Lanp 40 watt light fixtures
1	Breaker box #3263
1	IBM Cartridge Toner
1	Box with circulating pump and misc. parts
2	Alum. doors with glass
1	6' stand ? from Little Turtle
1	Stack of assorted lumber and shelving
4	Box metal book dividers
20	Light fixture covers (small)
4'	Light fixtures and parts (1 stack)
4	Metalic plastic 2' X 4' light covers
4	outside flood lights
12	Wooden folding chairs
3	Stacking chairs
1	Wooden chair
3	wooden pallet
1	Puppet stage, yellow cardboard
1	Acoustical tile, fiberglass 4' X 8"
4	curtain rods
1	Box of ceiling tile, (white) 1' X 1'
2	Machine air filters

Misc. Carpet scraps

10 pcs. Clear corner guards, scraps

1 stack misc. wood and formica

1	6" pvc pipe
4	Pre-drilled metal conduit sections, 10' long
1	Flag pole, 10'
1	4" metal pipe, bent, 10' long
1	White plastic weivel chair
8	Tires, truck/van
2	Wheel rims 6" x 14", 6" x 24"
16	Ceiling tiles 2' x 4', assorted styles
1	Acoustic tile, scraps, (one pile)
45	In ceiling light fixture covers-plexiglass
20	Light fixture covers
1	Book rack and stand disassemble
1	3' x 10' Wooden table
2	3' x 6' Wooden table
1	Chrome metal table frame without table top
3	Small rectangle tables
2	Six foot wood benches
1	Table #3173
1	Rectangle table
2	Wood doors from Genealogy
1	dehumidifier #143
1	Disassembled desk
1	Media kit display stand
8	Statues and stand
1	Foot stand
1	Newspaper file cabinet
1	6' book rack display
4	Plastic Chi8ldren's Chairs, Blue and Green
21	white plastic chairs, children's
18	Stools
~~3~~	~~Yellow U~~

Starting Here ↓ Supply Room Items Sub-basement

3	Yellow Uphoulstered Steel chairs	
1	Plastic green chairs	
3	Wire basket chairs	
5	Boxes of hangers	
20	Office chairs	
28	Stacking chairs	
58	Metal folding chairs	
50	Wood folding chairs	
1	Green couch and...	
2	Matching green chairs	
22	Childrens Wood chairs	
15	Remington Rand Aluminum	

Semi-circular uphoulstered chairs 003353, 003354, one similar

Round tables 000124, 002773, 000086, 000060, one with no tag

Thonet Chairs, orange and green 003924, 7 others

		Lib. #
1	Round table	003687
2	Wood magazine rack	000133
1	Oak wood shelving	save for preservation
3	small metal 6x9 filing cabinets	001803
1	Small wooden box 1'x1'x1'	
3	Pieces of art work and frames, 3'x5'	
2	Table kits, (not assembled)	
1	Christmas tree (small) with garland (white)	
1	Map (Indiana) projection	
3	Thumbtack Board, 3'x4' in frame	
2	standing ashtrays	
1	White metal flip top disposal unit	
11	pieces of art work, 1'x2'	
2	coatrack kits	
3	Wooden sawhorses	
1	Upolstered foot stool	001861

ITEM	Library #	Serial #	Details
Canon NP-270	004850		Copy Machine
Panasonic FP-3030	004144	3505959	Copy Machine
Canon NP-250	006483		Copy Machine
Panasonic FP-3030	004145		Copy Machine
Canon NP-270	006493		Copy Machine
Canon NP-250	006488		Copy Machine
Mita Copy Star 900-D			Copy Machine
System 80	610191		Audio-Visual Machine
Panasonic FAL-2000	004177		Copier Attachment
OCLC-105	003875		computer
OCLC-105	002477		computer
Monitor OCLC-M300	003868		computer
Keyboard	003876		computer
Keyboard	003869		goes with OCLC-105
keyboard			goes with OCLC-105
Change Machine	004069		
Change Machine 004071			
Kodak Ectron Reader-Printer			K02-5612
Dehumidifier	000143		
Metal Desk	003583		
Metal Desk	003582		
Metal Desk	003584		
Metal Desk	003579		

Carols

1 No I.D.#

1 #236

1 #1839

1 #121

Water fountains (new)

2 Sunroc # P002424D CSF3

2 Sunroc #PP26366L CSW4ND

3 Book racks, merry go round type

2 12'x18" Book divider for table top, made from wood

1 Metal door frame with two panel window frame on one side

1 Wood desk top cover on top of old circ. metal cabinet

1 Metal folding coat rack #1346

1 Metal coat rack #1071

Card File Cabinets From Circ. Workroom To Storage.

ID# 003537
3536
3535
3526
3540
3539
3541
3538
3543
3544
3545
3546
3547
3548
3549
3542
3521 wood
3522 wood

Podium

1 #972

1 No I.D.

1 6' curved blue petition

Coffee table

1 #2734

1 #1480

1 No I.D.#

Wood Card Catalog

1 #1651
1 #1653
1 #1648
1 #2471
1 #2473
1 No I.D.#

Metal file cabinets

1 #3138
1 #3136
1 #3135
1 #1664
1 #3558
1 #1860
1 #1849
1 #1847
1 #2357
1 #3573

Wood desk cabinet and top. cird desk

#3633 Many misc. parts for old circ. desk

1 drawer #01754

1 Drawer #01776

1 Green two drawer metal cabinet

1 Wood drawer card catalog, #1099

1 Wood drawer card catalog No I.D. Number

Card Catalog from circulation

1 #2261

1 #2262

1 #3282

1 No I.D. #

1 Card Catalog #977

2 CArd CAtalog with no drawers, No I.D. #

Little Turtle

Drinking Fountains

Lib.	No.
1	002754
2	000519
3	000334
4	001277
5	no #
6	no#
7	no #
8	no #
9	no #
10	upstairs no #
11	upstairs no #

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims August 15, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $313,828.21 on August 15, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	6/28/91	#2948	
Payroll			
08/02/91	gross $195,794.11	net	140,601.09
08/02/91	Payroll taxes (electronic transfer)		58,820.59
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 08/02/91			5,621.25
Dated 08/09/91			107,695.71
Less VOIDS: 8/2/91	#39091 & 41404		(101.43)
Accounts Payable Check Batches Subtotal:			$113,215.53
Grand Total		$	$313,828.21

Mrs. Riley, Mr. McMahan, Mr. Andorfer, and Mr. Carmean approved and signed the register of claims as presented by the director.

Patricia E. Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Public Hearing on 1992 Budget, August 15, 1991

A public hearing on the 1992 budget of the Allen County Public Library was held on Thursday, August 15, 1991, at 3:00 p.m. in the auditorium of the main library. Mrs. Riley opened the meeting for public comment.

David Bennett, president of Taxpayers Research Assn., commented briefly. When no other taxpayers appeared to be heard, the hearing was adjourned at 3:18 p.m.

Patricia E. Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
August 22, 1991
3:00 p.m. - Waynedale Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of July 25, 1991, and meeting for approval of claims of August 15, 1991.

4. Financial report for July, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

   a. Long Range Planning Committee.

8. Personnel.

9. Resolution No. 1991-23, "Resolution to Adopt the Library Budgets and Tax Rates for the Operating Fund and for the Bond & Interest Redemption Fund for the Calendar Year Ending December 31, 1992."

10. Resolution No. 1991-24, "Resolution of Appropriations - Operating Fund."

11. Resolution No. 1991-25, "Resolution of Appropriations - Bond and Interest Redemption Fund."

12. Resolution No. 1991-26, "Certificate and Resolution of Taxes."

13. Approval to sell or junk surplus equipment.

14. Grant application to Cable Television Programming Advisory Committee.

15. Approval of date for Staff Development Day, 1992.

16. Resolution No. 1991-27, "Resolution to Sell Real Estate to the State of Indiana."

17. Other Business.

18. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of August 22, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 22, 1991, at 3:00 p.m. at Waynedale branch library. Those present were Mr. McMahan presiding, Mrs. Gates, Mr. Coleman, Mr. Andorfer, Mr. Carmean, and Mrs. Riley. Absent: Mrs. Koehlinger.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of July 25, 1991, the budget hearing of August 15, 1991, and the minutes of the approval of claims of August 15, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for July, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer, the claims were approved for payment.

Wires				$0.00
Payroll				
	08/16/91	gross 192,153.10	net	$137,959.71
	08/16/91	Payroll taxes (electronic transfer)		57,571.49
Accounts Payable Check Batches				
		(See "Vendor Check History" for detail of total)		
	Dated 08/19/91			2,626.39
	Dated 08/23/91			136,822.14
	Manual Check (s)	#2949		1,226.00
	Less VOIDS: 8/2/91			0.00
	Accounts Payable Check Batches Subtotal:			$140,674.53
Grand Total				$336,205.73

REPORT OF DIRECTOR

Mr. Krull showed a videotape of a presentation by John Sculley, chairman of Apple Computer, dealing with the effects of computer and communications technologies on information access and transfer. Libraries cannot avoid being profoundly affected by these dramatic and accelerating developments in technology. We will be challenged to maintain a vital, central role in the information marketplace of the future.

The online public access catalog is functioning beautifully at main library and branches. Acceptance by the public has been excellent. Luana Stanley, Topher Schlatter, and the staff of the Systems Office are to be commended for a fine job of implementing the online catalog.

Congratulations go also to Curt Witcher, Steve Myers, and the staff of the Genealogy Department for their fine work in hosting the Federation of Genealogical Societies annual conference in Fort Wayne August 15-18. Scores of volunteers contributed to the success of the conference, which drew the largest group of registrants in the history of the F.G.S. conference.

The Reynolds Society was officially launched at the F.G.S. conference. A good crowd gathered to honor Fred Reynolds, founder of the Genealogy Department, and to hear remarks from library officials. The purpose of the society is to promote excellence in genealogical research services.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of July and the year to date.

REPORT OF LONG RANGE PLANNING COMMITTEE

Mr. Andorfer reported on discussions within the committee concerning the future direction of the library's financial development program. The board of the Allen County Public Library Foundation remain anxious to build on the success of the 1987 "Legacy of Knowledge" campaign, and develop plans for future fund raising efforts. Mr. Krull has identified a preliminary list of library needs that might be funded through private gifts, and suggested the concept of a development campaign based on the theme of the library's centennial. After some questions and discussion, Mr. Andorfer stated that the Long Range Planning Committee would move forward with planning for future financial development efforts. The board will be kept abreast of progress.

RESOLUTION TO APPROVE LIBRARY BUDGET AND TAX RATES - OPERATING FUND AND BOND AND INTEREST REDEMPTION FUND

Mr. Carmean moved the adoption of Resolution No. 1991-23, "Resolution to Approve the Library Budget and Tax Rates for the Operating Fund and

for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1992." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION OF APPROPRIATIONS - OPERATING FUND

Mr. Carmean moved the adoption of Resolution No. 1991-24, "Resolution of Appropriations - Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION OF APPROPRIATIONS - BOND AND INTEREST REDEMPTION FUND

Mr. Coleman moved the adoption of Resolution No. 1991-25, "Resolution of Appropriations - Bond and Interest Redemption Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

CERTIFICATE AND RESOLUTION OF TAX RATES

Mrs. Gates moved the adoption of Resolution No. 1991-26, "Certificate and Resolution of Tax Rates." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL TO SELL OR JUNK SURPLUS EQUIPMENT

On motion of Mr. Carmean the board approved the sale or junking of worn-out equipment no longer needed by Channel 10. The list of items approved for disposition is appended to and made a part of these minutes.

STAFF DEVELOPMENT DAY, 1992

On motion of Mrs. Gates the board approved the closing of all library facilities on Friday, May 15, 1992, for Staff Development Day.

RESOLUTION TO SELL REAL ESTATE

Mr. Carmean moved the adoption of Resolution No. 1991-27, "Resolution to Sell Real Estate to the State of Indiana." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

RESOLUTION TO TRANSFER FUNDS

Mr. Andorfer moved the adoption of Resolution No. 1991-28, "Resolution to Transfer Funds Temporarily Between Eligible Established Funds of the

Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:58 p.m.

President

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims July 15, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $1,047,169.74 on July 15, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Summary of Claims:

Manual checks:	6/28/91	#2946		$500,000,00
Payroll				
07/05/91	gross $194,377.20		net	139,595.18
07/05/91	Payroll taxes (electronic transfer)			58,200.31
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 07/05/91				3,789.85
Dated 07/05/91				345,587.35
Less VOIDS: 7/5/91	#40456			(2.95)
Accounts Payable Check Batches Subtotal:				$349,374.25
Grand Total			$	$1,047,169.74

Mrs. Gates, Mr. McMahan, Mrs. Riley, and Mr. Carmean approved and signed the register of claims as presented by the director.

Patricia E Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 25, 1991
3:00 p.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of June 27, 1991, and meeting for approval of claims of July 15, 1991.

4. Financial report for June, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Budget presentation.

10. Resolution No. 1991-19, "Resolution to Approve the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1991."

11. Resolution No. 1991-20, "Resolution to Approve Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1991."

12. Resolution No. 1991-21, "Resolution to Publish Notice to Taxpayers of Budget Estimates and Tax Rates."

13. Resolution No. 1991-22, "Resolution to Appeal for Relief from Levy Limitations Pursuant to IC 6-1.1-18.5."

14. Other business.

    a. Approval to sell or junk surplus equipment.

    b. Approval of Reciprocal Borrowing Covenant.

15. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of July 25, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 25, 1991, at 3:00 p.m. in Room 4 of the Main Library. Those present were Mr. McMahan presiding, Mrs. Gates, Mrs. Koehlinger, Mr. Andorfer, Mr. Carmean, and Mrs. Riley. Absent: Mr. Coleman.

On motion of Mr. Carmean, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of June 27, 1991, and the minutes of the approval of claims of July 15, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for June, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Gates, the claims were approved for payment.

Manual checks: None

Payroll

07/19/91	gross 193,352.05	net	$138,791.05
07/19/91	Payroll taxes (electronic transfer)		57,770.40

Accounts Payable Check Batches
(See "Vendor Check History" for detail of total)

Dated 07/19/91		105,361.34
Dated 07/22/91		133,381.27
Less VOIDS: 7/5/91	#40456	0.00

Accounts Payable Check Batches Subtotal:	$238,742.61
Grand Total	$435,304.06

REPORT OF DIRECTOR

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of June and the year to date.

A schedule has been established for the implementation of CL-CAT, the library's online public access catalog. Plans call for terminals to be operational in the Genealogy Department August 10, with all locations being online by September 9.

The library recently received five awards from the Library Public Relations Council for excellence in promotional materials. The awards were received for Renaissance Center for the Book, Poetry Contest and brochures outlining Allen County Public Library facts and figures.

The donor recognition pedestal located in the lobby of the main library has garnered the library a new donor. A library patron, after seeing the list of donors displayed on the pedestal, asked how he could get his name included. He was directed to Cheryl Hackworth, who explained the donor recognition criteria, and the patron subsequently donated $1,000.00 to the Friends of the Library.

Both the staff survey and community survey questionnaires have been finalized for distribution by the staff Long Range Planning Committee. Results of the surveys will be used by the planning task forces in writing their assessment reports and developing recommendations for future goals for the library.

The national conference of the Federation of Genealogical Societies will be held in Fort Wayne August 14-17. With a projected registration of more than 1,200, this will be the biggest convention in the city in 1991. Curt Witcher and the staff of the Genealogy Department are deeply involved in the planning and execution of this major national event for genealogists.

1992 BUDGET

Mr. Carmean moved the adoption of Resolution No. 1991-19, "Resolution to Approve the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1992." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Gates moved the adoption of Resolution No. 1991-20, "Resolution to Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1992." The motion carried and the resolution so adopted is appended to and made a

part of these minutes.

Mr. Carmean moved the adoption of Resolution No. 1991-21, "Resolution to Publish Notice to Taxpayers of Budget Estimates and Tax Rates." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPEAL FOR RELIEF FROM LEVY LIMITATIONS

Mrs. Gates moved the adoption of Resolution No. 1991-22, "Resolution to Appeal for Relief from Levy Limitations Pursuant to IC 6-1.1-18.5." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL TO SELL OR JUNK SURPLUS EQUIPMENT

On motion of Mrs. Koehlinger the board approved the sale or junking of equipment deemed to be surplus and no longer needed for library purposes. The list of items approved for disposition is appended to and made a part of these minutes.

APPROVAL OF RECIPROCAL BORROWING COVENANT

On motion of Mr. Carmean the board approved the library's participation in the statewide reciprocal program through execution of the Reciprocal Borrowing Covenant required for participation by the Indiana State Library.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:40 p.m.

Dean McMahan
President

Patricia E. Riley
Secretary

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3703	EQUIPMENT RENTAL/LEASING	56,000	56,000	93.50	56093.5	25,628.75	49.94%	1,692.81	0.00	23,335.94	53.33%	23,781.61	47,117.55	2,975.95	5.35%
	LEASING & RENTALS	56,000	56,000	93.50	56093.5	25,626.75	49.94%	1,692.81	0.00	23,335.94	53.33%	23,781.61	47,117.55	2,975.95	5.35%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,392.50	-4.36%		0.00	9,392.50	-4.36%	0.00	9,392.50	(392.50)	-4.36%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	11,126.71	ERR		0.00	11,126.71	ERR	0.00	11,126.71	(11,126.71)	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	22,874.83	42.81%	1,114.90	0.00	21,759.93	45.60%	8,955.22	30,715.15	9,313.95	23.28%
3906	COMPUTER SERVICES	96,000	96,000	1,225.44	91225.44	39,962.75	55.60%	4,751.57	0.00	35,211.18	60.88%	5,416.90	46,622.08	50,603.36	56.23%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	83,356.79	41.71%	5,866.47	0.00	77,490.32	45.81%	14,366.12	91,856.44	52,398.10	36.64%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	828,026.69	43.63%	30,986.71	0.00	797,099.98	45.74%	143,380.75	940,480.73	540,464.03	36.79%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,626.56	97.69%	219.95	0.00	4,400.61	97.80%	6,823.45	11,224.06	192,669.81	96.33%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	22,627.19	54.35%	125.00	0.00	22,702.19	54.60%	43,043.00	65,745.19	(3,786.19)	-7.57%
4405	TELEVISION EQUIPMENT	10,000	36,966	8,776.54	45742.54	37,102.72	-0.37%	54.02	0.00	37,048.70	-0.22%	1,262.54	38,311.24	7,431.30	20.10%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	306,966	24,629.41	331595.4	64,556.47	78.97%	398.97	0.00	64,157.56	79.10%	51,128.99	115,286.49	216,314.92	70.47%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	576,458.52	62.82%	19,956.81	0.00	556,501.71	64.12%	249,588.97	806,090.68	833,094.92	54.30%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	94,344.83	68.39%	637.12	0.00	94,287.71	68.60%	3,424.36	97,632.01	207,716.79	69.24%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	55,633.62	69.43%	8,734.05	0.00	46,299.57	74.28%	20,461.56	66,761.13	135,401.02	75.22%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	26,664.86	46.67%	317.42	0.00	26,347.44	47.31%	9,232.74	35,580.18	14,654.85	29.31%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	747,001.83	63.81%	29,645.40	0.00	717,356.43	65.25%	282,707.57	1,000,064.00	1,190,867.58	57.69%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,371,247	151,279.99	2522526.	811,552.36	65.79%	30,044.37	0.00	781,507.93	67.04%	333,836.56	1,115,344.49	1,407,182.50	59.34%
	TOTAL EXPENDITURES	9,894,281	9,921,247	165,781.74	10091028	4,612,746.06	53.51%	330,756.45	266,414.01	4,548,403.62	54.15%	490,049.90	5,038,453.52	5,052,575.22	50.93%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(165,781.74)	(946,496)	98,447.74		(190,766.26)	(252,274.56)	36,939.44		(490,049.90)	(5,038,453.52)	(490,385.28)	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SRTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL @ 6/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	4,200.00	47.50%	0.00	0.00	4,200.00	47.50%	3,600.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	625.00	84.38%	0.00	0.00	625.00	84.38%	0.00	625.00	3,375.00	84.38%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	3,655.09	8.62%	0.00	0.00	3,655.09	8.62%	600.00	4,255.09	(230.09)	-5.75%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	16,571.58	58.57%	2,739.57	0.00	13,832.01	65.42%	0.00	13,832.01	26,167.99	65.42%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	7,502.93	49.98%	701.40	0.00	6,801.53	54.66%	571.20	7,372.73	7,964.77	53.10%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	32,554.60	55.40%	3,440.97	0.00	29,113.63	60.12%	4,771.20	33,884.83	40,077.67	54.90%
3201	TELEPHONE SERVICE	95,000	95,000		95000	49,578.56	47.81%	2,000.00	0.00	47,578.56	49.92%	0.00	47,578.56	47,421.44	49.92%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	50,149.17	28.36%	428.86	0.00	49,720.31	28.97%	12,000.00	61,720.31	8,279.69	11.83%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	3,936.45	21.27%	53.90	0.00	3,882.55	22.35%	0.00	3,882.55	1,117.45	22.35%
3205	TRAINING & DEVELOPMENT	0	0		0	101.50	ERR	0.00	0.00	101.50	ERR	0.00	101.50	(101.50)	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	24,965.33	44.52%	604.22	0.00	24,361.11	45.86%	0.00	24,361.11	20,638.89	45.86%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	128,731.01	40.13%	3,086.98	0.00	125,644.03	41.56%	12,000.00	137,644	77,356	35.98%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	129.70	87.03%	21.78	0.00	107.92	89.21%	0.00	107.92	892.08	89.21%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,433.31	42.78%	21.78	0.00	3,411.53	43.14%	0.00	3,411.53	2,588.47	43.14%
3401	INSURANCE	115,000	115,000		115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
3501	NATURAL GAS	130,000	130,000		130000	87,963.98	32.34%	1,399.02	0.00	86,564.96	33.41%	0.00	86,564.96	43,435.04	33.41%
3502	ELECTRICITY	340,000	340,000		340000	154,596.44	54.53%	4,198.36	0.00	150,398.08	55.77%	0.00	150,398.08	189,611.92	55.77%
3503	WATER & SEWER	12,000	12,000		12000	6,627.44	44.77%	715.01	0.00	5,912.43	50.73%	0.00	5,912.43	6,087.57	50.73%
3504	TRASH DISPOSAL	9,000	9,000		9000	5,153.00	42.74%	0.00	0.00	5,153.00	42.74%	4,998.00	10,151.00	(1,151.00)	-12.79%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	254,336.86	48.20%	6,312.39	0.00	248,018.47	49.49%	4,998.00	253,016.47	237,983.53	48.47%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	12,859.88	78.57%	367.09	0.00	12,492.79	79.18%	2,944.80	15,437.59	46,158.62	74.93%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	7,599.31	65.60%	259.00	0.00	7,340.31	70.64%	8,443.97	15,784.28	11,465.72	42.06%
3603	LANDSCAPING SERVICE	22,000	22,000	0.00	22000	14,682.84	33.26%	3,245.50	0.00	11,437.34	48.01%	5,297.00	16,734.34	5,265.66	23.93%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	107,968.65	16.95%	2,449.76	0.00	105,518.89	18.83%	22,135.33	127,654.22	2,817.58	2.17%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	21,721.53	45.70%	587.38	0.00	21,134.15	47.16%	21,085.00	42,219.15	(1,666.61)	-4.17%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	4,461.86	82.15%	1,085.92	0.00	3,375.94	86.50%	489.35	3,865.29	21,342.36	84.67%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	556.82	70556.82	35,671.36	46.39%	2,490.66	0.00	37,196.64	49.75%	23,768.37	60,965.01	10,367.81	14.70%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	5,634.22	385634.2	209,965.37	44.42%	10,485.31	0.00	198,480.06	47.21%	83,463.82	281,943.88	103,690.34	27.58%

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT JUNE 30, 1991

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS			GENERAL	GENERAL LONG-	JUNE 30	JUNE 30
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIFE	AUTOMATION	"B9"	FIXED ASSETS	TERM DEBT	1991	1990
ASSETS											
CASH ON DEPOSIT	116,872	16,776	0	350,632	190	0	61,358			545,229	2,499,567
CASH ON HAND	3,056									3,056	2,646
CASH WITH FISCAL AGENT				220						220	562
INVESTMENTS AT COST	1,389,982			324,575	35,000	0	0			1,749,557	1,350,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	2,139					0	282			2,421	6,592
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	0
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									674,607	674,607	678,125
AMT TO BE PROVIDED--RET OF DEBT.									10,355,393	10,355,393	10,564,275
AMT TO BE PROVIDED--VAC PAY LIAB									270,625	270,625	275,987
TOTAL ASSETS	1,524,049	16,776	0	674,627	35,190	0	61,640	26,547,884	11,300,625	40,160,992	36,156,481
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	0	0	0			0	0			0	0
TEMPORARY LOANS/FINANCING	0									0	0
ACCRUED WAGES & BENEFITS	266,414								270,625	537,039	500,258
UNREMITTED WITHHOLDINGS	33,893									33,893	29,667
DEPOSITS PAYABLE(Record & Other)	(20)									(20)	(70)
DUE TO OTHER FUNDS	0									0	0
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	560
16 C BONDS & CAP LEASES PAYABLE	0								11,030,000	11,030,000	11,262,500
TOTAL LIABILITIES	300,287	0	0	220	0	0	0	0	11,300,625	11,601,132	11,792,943
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,746,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	492,852	452	0	0	0	0	38,454	0	0	529,157	944,924
RESERVED FOR PREPAID ITEMS.										0	0
RESTRICTED-SPECIAL REVENUE.		16,324	0							16,324	8,251
DESIGNATED FOR DEBT SERVICE				674,607		0				674,607	678,125
UNRESERVED	730,712		0		35,190	0	22,995			791,398	1,985,301
TOTAL FUND EQUITY	1,223,762	16,776	0	674,607	35,190	0	61,640	26,547,884	0	28,559,860	18,357,538
TOTAL LIABILITIES & FUND EQUITY	1,524,049	16,776	0	674,827	35,190	0	61,640	26,547,884	11,300,625	40,160,992	36,150,481

MODIFIED ACCRUAL
UNAUDITED
JUNE 1991
COMPS1R6

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JUNE 30, 1991

03-Jul-91

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	'89'	JUNE 30, 1991	JUNE 30, 1990
REVENUES:									
AUTO EXCISE TAX	319,457.51			38,196.01				357,653.52	556,658
REAL PROPERTY TAX LEVY	3,441,415.25			411,474.04				3,852,893.29	3,674,180
INTANGIBLES TAX & COIT	412,158.46			121,104.04				533,262.50	254,877
USER FEES	175,182.49							175,182.49	131,330
INTERGOVERNMENTAL REVENUE	91,566.54		0.00					91,566.54	46,268
PARKING FEES	73,685.71							73,685.71	85,222
GIFTS & DONATIONS	515.92	10,749.55						11,265.47	4,135
INTEREST	26,845.92					4,039.16	2,103.84	32,988.92	126,497
OTHER REVENUES & PROCEEDS	44,511.26			0.00				44,511.26	31,613
TOTAL REVENUES	4,585,343.06	10,749.55	0.00	570,774.09	0.00	4,039.16	2,103.84	5,173,009.70	4,912,719
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	2,834,985.43	0.00	0.00					2,834,985.43	2,432,259
SUPPLIES	134,810.28	314.67	0.00			5,173.14		140,298.09	196,649
PROFESSIONAL SERVICES	29,113.63	4,295.20	0.00			69,860.01	5,694.00	108,962.84	375,383
COMMUNICATION & TRANSPORTATION	129,055.56	738.50	0.00			0.00		129,794.06	160,755
INSURANCE	91,686.00							91,686.00	98,994
UTILITY SERVICES	248,018.47							248,018.47	207,102
REPAIRS & MAINTENANCE	198,480.06					0.00		198,480.06	139,431
LEASING & MISCELLANEOUS SERVICES	100,826.26	0.00	0.00			0.00		100,826.26	88,616
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	64,151.50	2,774.00	0.00			114,438.58	6,389.48	187,753.56	1,572,227
LIBRARY MATERIALS	717,356.43	623.35	0.00			0.00	7,713.76	725,693.54	712,195
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				277,408.75				277,408.75	0
PRINCIPAL RETIREMENT				242,500.00				242,500.00	227,500
INTEREST CHARGES				107,193.75				107,193.75	126,973
TOTAL EXPENDITURES	4,548,403.62	8,745.72	0.00	627,102.50	0.00	189,471.73	19,797.24	5,393,520.81	6,278,083
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	36,939.44	2,003.83	0.00	(56,328.41)	0.00	(185,432.57)	(17,693.40)	(220,511.11)	(1,365,364)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	36,939.44	2,003.83	0.00	(56,328.41)	0.00	(185,432.57)	(17,693.40)	(220,511.11)	(1,365,364)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,475
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-JUNE 30 '91	1,223,762.08	16,776.04	0.00	674,607.45	35,189.99	0.00	61,639.79	2,011,975.35	3,617,111

June 1991 unaudited
FS-PAFEV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1991

04-Jul-91
03:39 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 6/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	319,457.51		0.00		319,457.51				713,401.49	
5102	REAL PROPERTY TAX LEVY	6,759,392	6,759,392		6759392	3,441,417.25		0.00		3,441,419.25				3,316,972.75	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	396,203.94		24,675.19		365,528.75				384,197.25	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	4,231,623.61		58,588.39	0.00	4,173,035.22				4,460,931.78	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	78,324.56				78,324.56				41,675.44	
5202	EXTENDED USE FEES	130,000	130,000		130000	95,565.04		0.00	0.00	95,565.04				34,434.96	
5203	FAX FEES	1,000	1,000		1000	1,292.89				1,292.89				(292.89)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	175,182.49	0.00	0.00	0.00	175,182.49				75,817.51	
5301	FEDERAL OPERATING GRANTS	0	0	-	0	48,281.53				48,281.53				(48,281.53)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	0.00				0.00				4,000.00	
5303	CITY OPERATING GRANTS	0	26,966		26966	112,698.93		69,523.92	0.00	43,285.01				(16,319.01)	
	TOTAL GRANTS	4,000	30,966	0.00	30966	161,098.46		69,523.92	0.00	91,566.54				(60,600.54)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	33,023.14				33,023.14				(33,023.14)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	35,984.10				35,984.10				(35,984.10)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	4,078.47				4,078.47				(4,078.47)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	600.00		12,000.00	12,000.00	600.00				149,400.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	73,685.71		12,000.00	12,000.00	73,685.71				76,314.29	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	515.92				515.92				(415.92)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			6,460.00				6,460.00				(6,460.00)	
5650	INTEREST	40,000	40,000		40000	24,706.47			2,139.45	26,845.92				13,154.08	
5701	ACPL PUBLICATIONS	300	300		300	72.24			0.00	72.24				227.76	
5702	RESEARCH SERVICES	15,000	15,000		15000	7,122.49				7,122.49				10,877.51	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	5,853.25		(122.12)	0.00	5,975.37				6,024.63	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	3,807.86				3,807.86				(607.86)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	14,933.67				14,933.67				(14,933.67)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	37,929.14		(122.12)	0.00	38,051.26				(4,551.26)	
	TOTAL REVENUES	9,117,567	9,144,533	0.00	9139533	4,711,193.00	0.00	139,994.19	14,139.45	4,585,343.06				4,554,189.94	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED June 30, 1991

BLA# CATEGORY	1991 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL @ 6/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
EXPENDITURES:														
** PERSONAL SERVICES **														
1101 SALARIED TIME WORKED	3,760,000	3,760,000		3760000	1,610,617.43	57.16%	150,564.57	162,952.04	1,615,005.70	57.05%		1,615,005.70	2,144,994.30	57.05%
1102 SALARIED OVERTIME	0	0		0	5,111.66	ERR			5,111.66	ERR		5,111.66	(5,111.66)	ERR
1103 SALARIED VACATION	0	0		0	109,681.61	ERR			109,681.61	ERR		109,681.61	(109,681.61)	ERR
1104 SALARIED SICK PAY	0	0		0	34,281.57	ERR			34,281.57	ERR		34,281.57	(34,281.57)	ERR
1105 SALARIED DISABILITY PAY	0	0		0	7,849.60	ERR			7,849.60	ERR		7,849.60	(7,849.60)	ERR
1106 SALARIED HOLIDAY	0	0		0	56,499.04	ERR			56,499.04	ERR		56,499.04	(56,499.04)	ERR
1107 SALARIED JURY DUTY	0	0		0	339.93	ERR			339.93	ERR		339.93	(339.93)	ERR
1108 SALARIED DEATH-IN-FAMILY	0	0		0	3,136.97	ERR			3,136.97	ERR		3,136.97	(3,136.97)	ERR
1109 SALARIED TRAVEL/MEETINGS	0	0		0	24,197.71	ERR			24,197.71	ERR		24,197.71	(24,197.71)	ERR
1110 SALARIED PREMIUM TIME	0	0		0	11,383.29	ERR			11,383.29	ERR		11,383.29	(11,383.29)	ERR
1111 SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112 SALARIED RELOCATION	0	0		0	4,409.00				4,409.00			4,409.00	(4,409.00)	ERR
TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	1,867,508.61	50.33%	150,564.57	162,952.04	1,871,896.08	50.22%	0.00	1,871,896.08	1,888,103.12	50.22%
1201 HOURLY TIME WORKED	1,000,000	1,000,000		1000000	454,563.89	54.54%	39,641.14	44,842.16	459,764.91	54.02%		459,764.91	540,235.09	54.02%
1202 HOURLY OVERTIME	0	0		0	1,778.29	ERR			1,778.29	ERR		1,778.29	(1,778.29)	ERR
1203 HOURLY VACATION	0	0		0	16,569.19	ERR			16,569.19	ERR		16,569.19	(16,569.19)	ERR
1204 HOURLY SICK PAY	0	0		0	1,991.22	ERR			1,991.22	ERR		1,991.22	(1,991.22)	ERR
1205 HOURLY DISABILITY PAY	0	0		0	2,071.61				2,071.61			2,071.61	(2,071.61)	ERR
1206 HOURLY HOLIDAY	0	0		0	13,502.96	ERR			13,502.96	ERR		13,502.96	(13,502.96)	ERR
1207 HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208 HOURLY DEATH-IN-FAMILY	0	0		0	398.15	ERR			398.15	ERR		398.15	(398.15)	ERR
1209 HOURLY TRAVEL/MEETINGS	0	0		0	4,858.82	ERR			4,858.82	ERR		4,858.82	(4,858.82)	ERR
TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	495,757.65	50.42%	39,641.14	44,842.16	500,958.67	49.90%	0.00	500,958.67	499,041.33	49.90%
1301 SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	15,468.19	90.33%			15,468.19	90.33%		15,468.19	144,531.81	90.33%
1302 SUMMER EMPLOYEES-OVERTIME	0	0		0	8.10				8.10			8.10	(8.10)	
1401 SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	22,655.12	24.48%			22,655.12	24.48%		22,655.12	7,344.88	24.48%
1402 SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	38,131.41	79.93%	0.00	0.00	38,131.41	79.93%	0.00	38,131.41	151,868.59	79.93%
TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	2,401,397.67	51.49%	190,205.71	207,795.00	2,410,986.96	51.29%	0.00	2,410,986.96	2,539,013.04	51.29%
1501 EMPLOYER FICA	365,000	365,000		365000	180,715.16	50.49%	15,162.74	15,396.32	181,448.74	50.29%		181,448.74	183,551.26	50.29%
1502 UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	486.87	90.26%			486.87	90.26%		486.87	4,513.13	90.26%
1503 EMPLOYER PERF	155,000	155,000		155000	84,424.71	45.55%	41,159.94	42,722.69	85,967.46	44.54%		85,967.46	69,032.54	44.54%
1504 GROUP INSURANCE	275,000	275,000		275000	156,095.40	43.24%	0.00		156,095.40	43.24%		156,095.40	118,904.60	43.24%
TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	421,762.14	47.29%	56,322.68	58,619.01	423,998.47	47.00%	0.00	423,998.47	376,001.53	47.00%
P. S. TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	2,823,099.81	50.92%	254,529.39	266,414.01	2,834,985.43	50.70%	0.00	2,834,985.43	2,915,014.57	50.70%

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 25, 1991	)	
	)	
A RESOLUTION TO APPROVE THE LIBRARY	)	
BUDGET ESTIMATE FOR THE OPERATING	)	No. 1991-19
FUND FOR THE CALENDAR YEAR ENDING	)	
DECEMBER 31, 1992	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Operating Fund for the Calendar Year Ending December 31, 1992 as contained in the following Library Budget Form No. 1 and appended schedules consisting of four pages, and aggregating $10,976,000 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 25th day of July, 1991.

Adopted this 25th day of July, 1991

Dean McMahan
President

Patricia E. Riley
Secretary

Resolution No. 1991-19

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1992

Allen County Public Library

Allen County

Prepare a separate estimate for each fund. Operating FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services		6,251,000	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			

Members of Library Board

Members of Library Board

3.

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		1,721,000	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays		2,715,000	
Fund Total		10,976,000	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library Library for the calendar year 19 92 for the purposes therein specified.

Date this 25th day of July 1991

Dean McMahan

Patricia E Riley

Resolution No. 1991-19

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1992
OPERATING FUND

1000	PERSONAL SERVICES	
1100	SALARIES	
1101	TIME WORKED	4,100,000
1102	OVERTIME	0
1103	VACATION	0
1104	SICK PAY	0
1105	DISABILITY PAY	0
1106	HOLIDAY PAY	0
1107	JURY DUTY	0
1108	DEATH IN FAMILY	0
1109	TRAVEL/MEETINGS	0
1110	SUNDAY PREMIUM	0
1111	TAXABLE FRINGE BENEFITS	0
1112	RELOCATION (FORMERLY 3204)	0
	TOTAL 1100	4,100,000
1200	HOURLY WAGES	
1201	TIME WORKED	1,040,000
1202	OVERTIME	0
1203	VACATION	0
1204	SICK PAY	0
1205	DISABILITY PAY	0
1206	HOLIDAY PAY	0
1207	JURY DUTY	0
1208	DEATH IN FAMILY	0
1209	TRAVEL/MEETINGS	0
1210	MISCELLANEOUS	0
	TOTAL 1200	1,040,000
1300	SUMMER WAGES	
1301	TIME WORKED	0
1302	OVERTIME	0
	TOTAL 1300	0
1400	SHORT-TERM ACPL STAFF	
1401	TIME WORKED	10,000
1402	OVERTIME	0
	TOTAL 1400	10,000
	TOTAL 1100-1400	5,150,000
1500	EMPLOYER PAID BENEFITS	
1501	EMPLOYER FICA	391,000
1502	UNEMPLOYMENT REIMBURSEMENT	5,000
1503	EMPLOYER PERF	345,000
1504	GROUP INSURANCE	360,000
	TOTAL 1500	1,101,000
	TOTAL 1000 PERSONAL SERVICES	6,251,000

Resolution No. 1991-19

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1992
OPERATING FUND

2000	SUPPLIES	
2100	OFFICE SUPPLIES	
2101	OFFICE SUPPLIES	35,000
	TOTAL 2100	35,000
2200	OPERATING SUPPLIES	
2201	CLEANING SUPPLIES	25,000
2202	VEHICLE FUEL	7,500
2203	HEATING OIL	2,500
2204	COPIER SUPPLIES	30,000
2205	LIBRARY MATERIALS SUPPLIES	42,000
2206	MATER. ACCESS SUPP.(SEE 2205)	0
2207	CRAFT SUPPLIES	5,000
2208	OTHER OP. SUPP.(SEE2209-2211)	0
2209	PROGRAMMING SUPPLIES	15,000
2210	PRINTING SUPPLIES	27,000
2211	OPERATING SUPPLIES N.E.C.	73,000
	TOTAL 2200	227,000
2300	REPAIR & MAINTENANCE SUPPLIES	
2301	MAINTENANCE SUPPLIES	21,000
2302	REPAIR PARTS	6,000
	TOTAL 2300	27,000
TOTAL 2000	SUPPLIES	289,000
3000	OTHER SERVICES & CHARGES	
3100	PROFESSIONAL SERVICES	
3101	CONSULTING	8,000
3102	ENGINEERING & ARCH. SERVICES	2,000
3103	LEGAL SERVICES	4,000
3104	PROGRAM PRESENTERS	4,000
3105	TEMPORARY HELP SERVICES	20,000
3106	OTHER PROFESSIONAL SERVICES	21,000
	TOTAL 3100	59,000
3200	COMMUNICATION & TRANSP. SERV.	
3201	TELEPHONE SERVICE	110,000
3202	POSTAGE & SHIPPING	105,000
3203	TRAVEL & MEETINGS (SEE 3206)	0
3204	RELOCATION (SEE 1112)	0
3204	RECRUITING	4,000
3205	TRAINING & DEVEL. (SEE 3206)	0
3206	TRAVEL & TRAINING	47.000

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1992
OPERATING FUND

	TOTAL 3200	266,000
3300	PRINTING & ADVERTISING	
3301	PUBLICATION OF LEGAL NOTICES	1,000
3302	PRINTING OTHER THAN OFC. SUPP.	4,000
	TOTAL 3300	5,000
3400	INSURANCE	
3401	INSURANCE	115,000
	TOTAL 3400	115,000
3500	UTILITY SERVICES	
3501	NATURAL GAS	165,000
3502	ELECTRICITY	450,000
3503	WATER & SEWER	14,000
3504	TRASH DISPOSAL	11,000
	TOTAL 3500	640,000
3600	REPAIRS & MAINTENANCE	
3601	BUILDING & STRUCTURES REPAIR	60,000
3602	HVAC SERVICES	25,000
3603	LANDSCAPING SERVICES	22,000
3604	COMPUTER MAINTENANCE	155,000
3605	COPIER SERVICES	40,000
3606	VEHICLE SERVICES	22,000
3607	OTHER EQUIPMENT SERVICES	80,000
	TOTAL 3600	404,000
3700	RENTALS	
3701	REAL ESTATE RENTAL	0
3702	EQUIPMENT RENTAL/LEASING	55,000
	TOTAL 3700	55,000
3800	DEBT SERVICE	
3801	LONG-TERM DEBT PRINCIPAL	0
3802	INTEREST ON LONG-TERM DEBT	0
	TOTAL 3800	0
3900	MISC. SERVICES & CHARGES	
3901	DUES & MEMBERSHIPS	11,000
3902	INTEREST ON TEMPORARY LOANS	20,000
3903	TAXES & ASSESSMENTS	1,000
3904	TRANSFER TO LIRF	0
3905	MATERIALS CONSERVATION SERV.	50,000
3906	COMPUTER SERVICES	95,000
3907	OTHER	0
	TOTAL 3900	177,000
TOTAL 3000	OTHER SERVICES & CHARGES	1,721,000

Resolution No. 1991-19

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1992
OPERATING FUND

4000	CAPITAL OUTLAYS	
4400	EXP. FOR GEN. FIXED ASSETS	
4401	FURNITURE & EQUIPMENT	165,000
4403	COMPUTER EQUIPMENT	275,000
4405	TELEVISION EQUIPMENT	10,000
4407	VEHICLES	20,000
4409	BUILDINGS	0
4411	LAND	0
	TOTAL 4400	470,000
4500	EXP. FOR LIBRARY COLLECTION	
4510	BOOKS	1,650,000
4520	PERIODICALS	350,000
4530	NON-PRINT MATERIALS	193,000
4540	ONLINE INFORMATION	52,000
	TOTAL 4500	2,245,000
TOTAL 4000 CAPITAL OUTLAYS		2,715,000
TOTAL BUDGET		10,976,000

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 92

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Operating FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 19 91 to Dec. 31. 1991	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 92 to Dec. 31, 19 92	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	46,630		93,259	
0202 License Excise Tax	642,061		900,000	
0203 CAGIT Certified Shares	0		0	
0204 CAGIT Property Tax Replacement Credit	0		XXXXXXXXXX	
0212 County Option Income Tax (COIT)	321,990		810,525	
OTHER REVENUE:				
1515 State Distribution	48,180		48,180	
4100 Fines and Fees	90,000		180,000	
2717 Photocopy Fees	75,000		150,000	
6101 Income From Trusts	0		0	
6100 Interest on Investments	20,000		40,000	
2716 County Contractual Library	0		0	
1418 Library Service Authority	0		0	
2705 Township Contracts (List)	0		0	
Parking	51,000		102,000	
Lost/Damaged Material	5,000		10,000	
Research Services	7,000		14,000	

N

6

ANCIAL STATEMENT - PROPOSED TAX RATE

COUNTY Allen

NET ASSESSED VALUATION 2,253,296,095

0 5

ach fund that requires either a tax rate or an appropriation.)

NTS USED OMPUTE ED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
976,000	10,976,000		
308,501	5,308,501		
169,782			
67,271	67,271		
0	0		
521,554	16,521,554		
506,854	1,506,854		
316,979	3,316,979		
379,882	1,379,882		
362,264	2,362,264		
565,979	8,565,979		
955,575	7,955,575		
50,000	150,000		
05,575	8,105,575		
0	0		
05,575	8,105,575		
XXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
05,575	8,105,575		
0.3597	0.3597		

s 6, 7 and 8a.

Resolution No. 1991-20

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1992

Allen County Public Library

Allen County

Prepare a separate estimate for each fund. Bond & Interest Redemption FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services			
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			

A.E. BOYCE CO., MUNCIE, IND. 0763

3. Members of Library Board

Members of Library Board

Tra

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate Capital Lease Payments	722,140		
Equipment			
Debt Service			
Payment of Bonds	125,000		
Interest - Bonds	187,178		
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
Total Other Services and Charges		1,034,318	1,034,318
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total		1,034,318	1,034,318

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library

Library for the calendar year 19 92 for the purposes therein specified.

Date this 25th day of July 19 91

Dean McMahan

Patricia E Riley

Ray Hater

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1985)

506			5	
ID	YEAR	CO	TYPE	KEY

Allen County Public LIBRARY Allen County

ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 19 92

PREPARE SEPARATE ESTIMATE FOR EACH FUND

Bond and Interest Redemption FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 19 91 to Dec. 31. 19 91	-X- State Board of Tax Commissioners	-B- Jan. 1, 19 92 to Dec. 31, 19 92	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks & Building and Loan	5,575		11,150	
0202 License Excise Tax	76,774		100,000	
0203 CAGIT Certified Shares	0		0	
0204 CAGIT Property Tax Replacement Credit	0		XXXXXXXXXX	
0212 County Option Income Tax (COIT)	71,989		0	
OTHER REVENUE:				
1515 State Distribution	0		0	
4100 Fines and Fees	0		0	
2717 Photocopy Fees	0		0	
6101 Income From Trusts	0		0	
6100 Interest on Investments	0		0	
2716 County Contractual Library	0		0	
1418 Library Service Authority	0		0	
2705 Township Contracts (List)	0		0	
2302 Parking	0		0	
2722 Lost/Damaged Material				
9902 Re				
5600 Re				
5400 Gift				
419 Ope				
3102 Ci				
9902 B.				
9902 St				
20 Cap				
5101 Sale				
6200 Ren				
207 Tra				

NOTE: Co

9999 Total

NANCIAL STATEMENT - PROPOSED TAX RATE

COUNTY Allen

d NET ASSESSED VALUATION 2,253,296,095 | 0 | 5 |

or each fund that requires either a tax rate or an appropriation.)

D)

OUNTS USED) COMPUTE SHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
34,318	1,034,318		
25,887	625,887		
0	0		
0	0		
50,205	1,660,205		
74,607	674,607		
96,595	396,595		
54,338	154,338		
11,150	111,150		
36,690	1,336,690		
23,515	323,515		
24,979	724,979		
48,494	1,048,494		
0	0		
48,494	1,048,494		
XXXXXXXXXXXX	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX	
48,494	1,048,494		
0.0465	0.0465		

lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 25, 1991	)	
	)	
A RESOLUTION TO PUBLISH A NOTICE	)	1991-21
TO TAXPAYERS OF BUDGET ESTIMATES	)	
AND TAX RATES	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Budget Estimates and Tax Rates, consisting of one page, is hereby ordered to be published, according to law.

Adopted this 25th day of July, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

Resolution No. 1991-21

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of Allen County Pub. Library Allen County, Indiana. } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at Allen Co. Pub. Lib. Fort Wayne, Indiana on the 19 92 Budget at 3:00 p.m. on August 15, 1991. Following this meeting, the aforementioned officers of said Library, will meet at Allen County Public Library, Ft. Wayne Indiana at 3:00 p.m. on August 22, 1991 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	$ 10,976,000	$ 8,105,575	$	$ .3597
Library Improvement Reserve Fund		xxxxxxxxxxxx	xxxxxxxxxxxx	xxxxxxxxxxxx
Bond and Interest Redemption Fund	1,034,318	1,048,494		.0456
Fund				
Fund				
Fund				
Fund				

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

July 25, 1991	)	
	)	
A RESOLUTION TO APPEAL FOR RELIEF	)	1991-22
FROM LEVY LIMITATIONS PURSUANT TO	)	
IC 6-1.1-18.5	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that it is desired and deemed necessary to proceed with an appeal for relief from levy limitations as set forth in the following petition:

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners for relief from levy limitations pursuant to IC 6-1.1-18.5. Without relief from levy limitations, the Allen County Public Library cannot adequately carry out its mission, which is to inform, educate, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services for free use by all residents.

Signed _____
Jeffrey R. Krull
Director

Adopted this 25th day of July, 1991.

_____ _____
President

_____ _____

_____ _____
Secretary

_____ _____
Vice President

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT JULY 31, 1991

A

	GOVERNMENTAL FUND TYPES							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS		DEBT	CAPITAL PROJECTS FUNDS			GENERAL	GENERAL LONG-	JULY 31	JULY 31
	GENERAL	GIFT	LSCA GRANTS	SERVICE	LIRF	AUTOMATION	"89"	FIXED ASSETS	TERM DEBT	1991	1990
ASSETS											
CASH ON DEPOSIT	283,791	16,115	0	146	190	0	61,930			362,172	670,600
CASH ON HAND	2,452									2,452	2,357
CASH WITH FISCAL AGENT				220						220	568
INVESTMENTS AT COST	622,899			48,575	35,000	0	0			706,474	1,950,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0						0	0
ACCRUED INTEREST	0					0	0			0	3,618
DUE FROM OTHER GOVERNMENTS	0			0						0	0
DUE FROM OTHER FUNDS	0			0	0					0	0
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,677,900		1,677,900	1,427,900
BUILDINGS								14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT								10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND									48,721	48,721	98,940
AMT TO BE PROVIDED--RET OF DEBT.									10,491,279	10,491,279	10,931,060
AMT TO BE PROVIDED--VAC PAY LIAB									258,535	258,535	256,027
TOTAL ASSETS	921,142	16,115	0	48,941	35,190	0	61,930	26,547,884	10,798,535	38,429,738	28,673,597
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	1,896	0	0			0	0			1,896	(90)
TEMPORARY LOANS/FINANCING	0									0	0
ACCRUED WAGES & BENEFITS	282,555								258,535	541,090	499,791
UNREMITTED WITHHOLDINGS	16,318									16,318	14,464
DEPOSITS PAYABLE(Record & Other)	(20)									(20)	(70)
DUE TO OTHER FUNDS	0									0	0
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0			220						220	568
G O BONDS & CAP LEASES PAYABLE	0								10,540,000	10,540,000	11,030,000
TOTAL LIABILITIES	300,748	0	0	220	0	0	0	0	10,798,535	11,099,503	11,544,663
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								26,547,884		26,547,884	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	584,272	205	0	0	0	0	38,654	0	0	623,131	1,005,477
RESERVED FOR PREPAID ITEMS.										0	0
RESTRICTED-SPECIAL REVENUE.		15,909	0							15,909	27,145
DESIGNATED FOR DEBT SERVICE				48,721		0				48,721	98,940
UNRESERVED	36,122		0		35,190	0	23,276			94,588	1,256,944
TOTAL FUND EQUITY	620,393	16,115	0	48,721	35,190	0	61,930	26,547,884	0	27,330,234	17,128,933
TOTAL LIABILITIES & FUND EQUITY	921,142	16,115	0	48,941	35,190	0	61,930	26,547,884	10,798,535	38,429,738	28,673,596

MODIFIED ACCRUAL
UNAUDITED
JULY 1991
COMR91#7

15-Aug-91

B

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JULY 31, 1991

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	JULY 31, 1991	JULY 31, 1990
REVENUES:									
AUTO EXCISE TAX	319,457.51			38,196.01				357,653.52	558,658
REAL PROPERTY TAX LEVY	3,441,419.25			411,474.04				3,852,893.29	3,674,180
INTANGIBLES TAX & COIT	412,158.46			121,104.04				533,262.50	295,922
USER FEES	202,293.02							202,293.02	151,224
INTERGOVERNMENTAL REVENUE	142,416.23		0.00					142,416.23	133,436
PARKING FEES	82,235.21							82,235.21	99,680
GIFTS & DONATIONS	516.93	10,915.35						11,432.28	9,473
INTEREST	34,869.33					4,039.16	2,394.40	41,302.89	149,184
OTHER REVENUES & PROCEEDS	48,232.33			0.00				48,232.33	35,523
TOTAL REVENUES	4,683,598.27	10,915.35	0.00	570,774.09	0.00	4,039.16	2,394.40	5,271,721.27	5,107,280
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	3,337,791.88	0.00	0.00					3,337,791.88	2,888,687
SUPPLIES	144,831.10	416.67	0.00			5,173.14		150,420.91	220,457
PROFESSIONAL SERVICES	30,387.63	5,020.34	0.00			69,860.01	5,694.00	110,961.98	430,677
COMMUNICATION & TRANSPORTATION	150,013.75	738.50	0.00			0.00		150,752.25	119,725
INSURANCE	91,686.00							91,686.00	98,904
UTILITY SERVICES	292,540.19							292,540.19	219,016
REPAIRS & MAINTENANCE	200,512.25					0.00		200,512.25	149,419
LEASING & MISCELLANEOUS SERVICES	123,231.27	0.00	0.00			0.00		123,231.27	100,664
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	64,420.75	2,774.00	0.00			114,438.58	6,389.48	188,022.81	1,646,418
LIBRARY MATERIALS	806,692.65	623.35	0.00			0.00	7,713.76	815,029.76	873,102
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				554,817.50				554,817.50	254,233
PRINCIPAL RETIREMENT				490,000.00				490,000.00	460,000
INTEREST CHARGES				208,171.25				208,171.25	239,947
TOTAL EXPENDITURES	5,250,027.47	9,572.86	0.00	1,252,988.75	0.00	189,471.73	19,797.24	6,721,858.05	7,701,249
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(566,429.20)	1,342.49	0.00	(682,214.66)	0.00	(185,432.57)	(17,402.84)	(1,450,136.78)	(2,593,969)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(566,429.20)	1,342.49	0.00	(682,214.66)	0.00	(185,432.57)	(17,402.84)	(1,450,136.78)	(2,593,969)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,475
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-JULY 31 '91	620,393.44	16,114.70	0.00	48,721.20	35,189.99	0.00	61,930.35	782,349.68	2,388,506

July 1991 unaudited
ER-#7REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1991

12-Aug-91
#2:25 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 7/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	319,457.51		0.00		319,457.51				713,401.49	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	3,441,419.25		0.00		3,441,419.25				3,316,978.75	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	390,203.94		24,675.19		365,528.75				384,197.25	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	4,231,623.61		58,588.39	0.00	4,173,035.22				4,460,931.78	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	90,833.03				90,833.03				29,166.97	
5202	EXTENDED USE FEES	130,000	130,000		130000	110,013.60		0.00	0.00	110,013.60				19,986.40	
5203	FAX FEES	1,000	1,000		1000	1,446.39				1,446.39				(446.39)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	202,293.02	0.00	0.00	0.00	202,293.02				48,706.98	
5301	FEDERAL OPERATING GRANTS	0	0		0	50,950.75				50,950.75				(50,950.75)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	48,180.47				48,180.47				(44,180.47)	
5303	CITY OPERATING GRANTS	0	94,237		94237	112,808.93		69,523.92	0.00	43,285.01				50,951.99	
	TOTAL GRANTS	4,000	98,237	0.00	98237	211,940.15		69,523.92	0.00	142,416.23				(44,179.23)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	36,962.48				36,962.48				(36,962.48)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	40,308.56				40,308.56				(40,308.56)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	4,364.17				4,364.17				(4,364.17)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	600.00		12,000.00	12,000.00	600.00				149,400.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	82,235.21		12,000.00	12,000.00	82,235.21				67,764.79	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	516.93				516.93				(416.93)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000			6,460.00				6,460.00				(6,460.00)	
5650	INTEREST	40,000	40,000		40000	34,869.33				34,869.33				5,130.67	
5701	ACPL PUBLICATIONS	300	300		300	72.24			0.00	72.24				227.76	
5702	RESEARCH SERVICES	18,000	18,000		18000	8,338.50				8,338.50				9,661.50	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	7,335.95		(122.12)	0.00	7,458.07				4,541.93	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	4,038.19				4,038.19				(838.19)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	15,725.70				15,725.70				(15,725.70)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	41,650.21		(122.12)	0.00	41,772.33				(8,272.33)	
	TOTAL REVENUES	9,117,567	9,211,804	0.00	9206804	4,811,588.46	0.00	139,990.19	12,000.00	4,683,598.27				4,52[illegible],205.73	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1991

2

GLAN	CATEGORY	1991 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL @ 7/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
	EXPENDITURES:														
**	PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	1,841,322.92	51.03%	158,564.57	195,501.06	1,878,259.41	50.05%		1,876,259.41	1,881,740.59	50.05%
1102	SALARIED OVERTIME	0	0		0	5,811.64	ERR			5,811.64	ERR		5,811.64	(5,811.64)	ERR
1103	SALARIED VACATION	0	0		0	139,651.42	ERR			139,651.42	ERR		139,651.42	(139,651.42)	ERR
1104	SALARIED SICK PAY	0	0		0	37,947.56	ERR			37,947.56	ERR		37,947.56	(37,947.56)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	8,538.12	ERR			8,538.12	ERR		8,538.12	(8,538.12)	ERR
1106	SALARIED HOLIDAY	0	0		0	70,857.71	ERR			70,857.71	ERR		70,857.71	(70,857.71)	ERR
1107	SALARIED JURY DUTY	0	0		0	369.38	ERR			369.38	ERR		369.38	(369.38)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	4,098.34	ERR			4,098.34	ERR		4,098.34	(4,098.34)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	30,136.35	ERR			30,136.35	ERR		30,136.35	(30,136.35)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	11,790.13	ERR			11,790.13	ERR		11,790.13	(11,790.13)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	4,409.00				4,409.00			4,409.00	(4,409.00)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	2,154,933.37	42.69%	158,564.57	195,501.06	2,191,869.86	41.71%	0.00	2,191,869.86	1,568,130.14	41.71%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	523,930.01	47.61%	39,641.14	53,798.94	538,087.81	46.19%		538,087.81	461,912.19	46.19%
1202	HOURLY OVERTIME	0	0		0	2,082.52	ERR			2,082.52	ERR		2,082.52	(2,082.52)	ERR
1203	HOURLY VACATION	0	0		0	21,195.62	ERR			21,195.62	ERR		21,195.62	(21,195.62)	ERR
1204	HOURLY SICK PAY	0	0		0	2,174.50	ERR			2,174.50	ERR		2,174.50	(2,174.50)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,176.48				3,176.48			3,176.48	(3,176.48)	ERR
1206	HOURLY HOLIDAY	0	0		0	16,979.20	ERR			16,979.20	ERR		16,979.20	(16,979.20)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	540.93	ERR			540.93	ERR		540.93	(540.93)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	4,946.01	ERR			4,946.01	ERR		4,946.01	(4,946.01)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	575,856.79	42.49%	39,641.14	53,798.94	589,214.59	41.08%	0.00	589,214.59	410,785.41	41.08%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	34,176.05	78.64%			34,176.05	78.64%		34,176.05	125,823.95	78.64%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	0.10				0.10			0.10	(0.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	24,952.61	16.82%			24,952.61	16.82%		24,952.61	5,047.39	16.82%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	59,136.76	68.88%	0.00	0.00	59,136.76	68.88%	0.00	59,136.76	130,863.24	68.88%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	2,789,126.92	43.65%	198,205.71	249,300.00	2,840,221.21	42.62%	0.00	2,840,221.21	2,109,778.79	42.62%
1501	EMPLOYER FICA	365,000	365,000		365000	209,919.36	42.49%	15,162.74	19,871.45	213,828.07	41.42%		213,828.07	151,171.93	41.42%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	486.87	90.26%			486.87	90.26%		486.87	4,513.13	90.26%
1503	EMPLOYER PERF	155,000	155,000		155000	127,127.42	17.98%	41,159.94	14,183.55	100,151.03	35.39%		100,151.03	54,848.97	35.39%
1504	GROUP INSURANCE	275,000	275,000		275000	183,104.70	33.42%	0.00		183,104.70	33.42%		183,104.70	91,895.30	33.42%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	520,638.35	34.92%	56,322.68	33,255.00	497,570.67	37.80%	0.00	497,570.67	302,429.33	37.80%
IP. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	3,309,765.27	42.44%	254,528.39	282,555.00	3,337,791.88	41.95%	0.00	3,337,791.88	2,412,208.12	41.95%

July 1991 unaudited
ER-07REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1991

12-Aug-91
02:25 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 7/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	20,368.98	59.26%	1,156.62	0.00	19,212.36	61.58%	94.45	19,306.81	30,713.19	61.43%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	20,368.98	59.26%	1,156.62	0.00	19,212.36	61.58%	94.45	19,306.81	30,713.19	61.43%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.00	26496.0	14,137.74	43.45%	755.10	0.00	13,382.64	46.47%	105.70	13,488.34	13,008.46	52.03%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	5,502.55	57.67%	777.07	0.00	4,725.48	63.65%	0.00	4,725.48	8,274.52	63.65%
2203	HEATING OIL	5,000	5,000	1,000.00	6000	1,090.00	62.20%	0.00	0.00	1,090.00	62.20%	0.00	1,090.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	32,237.41	35.53%	11,038.21	0.00	21,199.20	57.60%	0.00	21,199.20	28,800.80	57.60%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	11,801.40	70.50%	0.00	0.00	11,801.40	70.50%	1,088.07	12,889.47	27,881.67	69.70%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	2,658.76	46.82%	97.85	0.00	2,560.91	48.78%	369.48	2,930.39	2,069.61	41.39%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	954.02	93.63%	102.07	0.00	852.75	94.32%	0.00	852.75	14,147.25	94.32%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	17,436.38	56.41%	258.95	0.00	17,177.43	57.06%	205.12	17,382.55	23,098.26	57.75%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.60	61681.60	38,014.46	36.64%	893.92	0.00	37,120.54	38.13%	4,560.01	41,680.55	20,001.13	33.34%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	124,633.52	50.74%	13,923.17	0.00	110,710.35	56.24%	6,328.38	117,038.73	142,191.70	56.20%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	13,000.94	27.77%	113.73	0.00	12,887.21	28.40%	3,163.76	16,050.97	2,232.46	12.40%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	2,104.64	78.95%	83.46	0.00	2,021.18	79.79%	546.84	2,568.02	7,455.11	74.55%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	15,105.58	46.05%	197.19	0.00	14,908.39	46.76%	3,710.60	18,618.99	9,687.57	34.60%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	160,108.00	51.63%	15,276.98	0.00	144,831.10	56.24%	10,133.43	154,964.53	182,592.46	55.16%

July 1991 unaudited
ER-07REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1991

12-Aug-91
02:25 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 7/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	4,800.00	40.00%	0.00	0.00	4,800.00	40.00%	3,800.00	7,800.00	800.00	10.00%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	2,000.00	100.00%
3103	LEGAL SERVICES	4,000	4,000		4000	675.00	83.13%	0.00	0.00	675.00	83.13%	0.00	675.00	3,325.00	83.13%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	4,255.09	-6.38%	0.00	0.00	4,255.09	-6.38%	0.00	4,255.09	(230.09)	-5.75%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	16,571.58	58.57%	2,739.57	0.00	13,832.01	65.42%	0.00	13,832.01	26,167.99	65.42%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	7,526.93	49.02%	701.40	0.00	6,825.53	54.50%	571.20	7,396.73	7,940.77	52.94%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	33,828.60	53.66%	3,440.97	0.00	30,387.63	58.37%	3,571.20	33,958.83	40,003.67	54.08%
3201	TELEPHONE SERVICE	95,000	95,000		95000	58,241.42	38.69%	2,000.00	0.00	56,241.42	40.80%	0.00	56,241.42	38,758.58	40.80%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	58,804.08	15.99%	428.86	0.00	58,375.22	16.61%	4,000.00	62,375.22	7,624.78	10.89%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	4,172.95	16.54%	53.90	0.00	4,119.05	17.62%	0.00	4,119.05	880.95	17.62%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	28,470.75	36.73%	604.22	0.00	27,866.53	38.07%	0.00	27,866.53	17,133.47	38.07%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	149,689.20	30.38%	3,086.98	0.00	146,602.22	31.81%	4,000.00	150,602	64,398	29.95%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	129.70	87.03%	21.70	0.00	107.92	89.21%	0.00	107.92	892.08	89.21%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,433.31	42.78%	21.70	0.00	3,411.53	43.14%	0.00	3,411.53	2,588.47	43.14%
3401	INSURANCE	115,000	115,000		115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,606.00	20.34%	0.00	0.00	91,606.00	20.34%	0.00	91,606.00	23,394.00	20.34%
3501	NATURAL GAS	130,000	130,000		130000	92,725.46	28.67%	1,399.02	0.00	91,326.44	29.75%	0.00	91,326.44	38,673.56	29.75%
3502	ELECTRICITY	340,000	340,000		340000	191,806.38	43.59%	4,198.36	0.00	187,608.02	44.82%	0.00	187,608.02	152,391.98	44.82%
3503	WATER & SEWER	12,000	12,000		12000	8,334.74	30.54%	715.01	0.00	7,619.73	36.50%	0.00	7,619.73	4,380.27	36.50%
3504	TRASH DISPOSAL	9,000	9,000		9000	5,986.00	33.49%	0.00	0.00	5,986.00	33.49%	4,165.00	10,151.00	(1,151.00)	-12.79%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	298,852.58	39.13%	6,312.39	0.00	292,540.19	40.42%	4,165.00	296,705.19	194,294.81	39.57%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	12,934.88	78.44%	367.09	0.00	12,567.79	79.05%	2,944.80	15,512.59	46,083.62	76.81%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	7,599.31	69.60%	259.00	0.00	7,340.31	70.64%	8,443.97	15,784.28	11,465.72	45.86%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	15,168.59	31.05%	3,245.50	0.00	11,923.09	45.80%	5,210.00	17,133.09	4,866.91	22.12%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	108,076.15	16.86%	2,449.76	0.00	105,626.39	18.75%	21,970.33	127,596.72	2,875.08	2.21%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	25,098.49	37.25%	587.38	0.00	24,511.11	38.72%	17,708.04	42,219.15	(1,666.61)	-4.17%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	5,142.47	79.43%	1,085.92	0.00	4,056.55	83.77%	226.95	4,283.50	20,924.15	83.70%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	44,977.67	39.22%	2,490.66	0.00	42,487.01	42.59%	21,813.06	64,300.07	14,255.95	19.26%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	218,997.56	41.76%	10,485.31	0.00	208,512.25	44.54%	78,317.15	286,829.40	98,804.82	26.20%

July 1991 unaudited
ER-07REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED July 31, 1991

12-Aug-91
02:25 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 7/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	30,718.38	38.56%	1,692.81	0.00	29,025.57	41.95%	18,692.65	47,718.22	2,375.28	4.75%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	30,718.38	38.56%	1,692.81	0.00	29,025.57	41.95%	18,692.65	47,718.22	2,375.28	4.75%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,392.50	-4.36%		0.00	9,392.50	-4.36%	0.00	9,392.50	(392.50)	-4.36%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	11,126.71	ERR		0.00	11,126.71	ERR	0.00	11,126.71	(11,126.71)	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	27,878.38	30.30%	1,114.90	0.00	26,763.48	33.09%	10,193.87	36,957.35	3,071.75	7.68%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	51,674.58	42.58%	4,751.57	0.00	46,923.01	47.86%	4,527.81	51,450.82	39,774.62	44.19%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	100,072.17	30.02%	5,866.47	0.00	94,205.70	34.12%	14,721.68	108,927.38	35,327.16	24.70%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	927,197.80	36.88%	30,906.71	0.00	896,291.09	38.99%	123,467.68	1,019,758.77	461,185.99	31.39%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,889.81	97.56%	219.95	0.00	4,669.86	97.67%	6,554.20	11,224.06	192,669.81	96.33%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	22,027.19	54.35%	125.00	0.00	22,702.19	54.60%	43,043.00	65,745.19	(3,786.19)	-7.57%
4405	TELEVISION EQUIPMENT	10,000	104,237	8,776.54	113013.5	37,102.72	64.41%	54.02	0.00	37,048.70	64.46%	62,326.43	99,375.13	13,638.41	13.08%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	374,237	24,629.41	398866.4	64,019.72	82.68%	398.97	0.00	64,420.75	82.79%	111,923.63	176,344.38	222,522.03	59.46%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	639,545.75	58.32%	19,956.81	0.00	619,588.94	59.62%	307,186.00	926,774.94	706,410.66	46.04%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	97,509.26	67.50%	637.12	0.00	96,872.14	67.71%	3,359.30	100,231.44	205,117.36	68.37%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	68,168.40	62.13%	8,734.05	0.00	59,434.35	66.98%	23,418.63	82,852.98	119,309.17	66.28%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	31,114.64	37.77%	317.42	0.00	30,797.22	38.41%	4,782.96	35,580.18	14,654.85	29.31%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	836,338.05	59.49%	29,645.40	0.00	806,692.65	60.92%	338,746.89	1,145,439.54	1,045,492.04	50.65%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,438,518	151,279.99	2589797.	901,157.77	63.04%	30,044.37	0.00	871,113.40	64.28%	450,670.52	1,321,783.92	1,268,014.07	52.00%
	TOTAL EXPENDITURES	9,694,281	9,988,518	169,781.74	10158299	5,298,228.92	46.96%	330,756.45	282,555.00	5,250,027.47	47.44%	584,271.63	5,834,299.10	4,324,000.64	43.29%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(486,640.46)		(196,766.26)	(270,555.00)	(566,429.20)		(584,271.63)	(5,834,299.10)	199,205.09	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 22, 1991	)	
	)	
A RESOLUTION TO ADOPT THE LIBRARY BUDGETS	)	
AND TAX RATES FOR THE OPERATING FUND AND	)	No. 1990-23
FOR THE BOND AND INTEREST REDEMPTION FUND	)	
FOR THE CALENDAR YEAR ENDING DECEMBER 31,	)	
1992	)	

WHEREAS, This board has carefully considered the needs of the Allen County Public Library and published budget estimates and tax rates for 1991 setting forth the amounts necessary to be expended for the proper operation of the library, and

WHEREAS, A public hearing has been conducted on the 1992 budget, according to law, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the budget estimates and tax rates for the Operating Fund and the Bond and Interest Redemption Fund, approved by this board at its regular meeting on July 25, 1991, and subsequently published according to law, are hereby officially adopted without change or modification.

Adopted this 22nd day of August, 1991.

Jean Mc Mahan
President

Patricia E Riley
Secretary

504			.5	
ID	YEAR	CO	TYPE	KEY

LIBRARY OPERATING FUND
RESOLUTION OF APPROPRIATIONS
Resolution No. 1991-24

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 92 , and ending December 31, 19 92 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 92 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Operating Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	6,251,000
200 Supplies	
Office Supplies	35,000
Operating Supplies	227,000
Repair and Maintenance	
300 Other Services and Charges	
Professional Services	59,000
Communication and Transportation	266,000
Printing and Advertising	5,000
Insurance	115,000
Utility Services	640,000
Repairs and Maintenance	404,000
Rentals	55,000
Debt Service	
Dues, Interest and Taxes	32,000
Other	145,000
Transfer to LIRF	
Total Other Services and Charges	1,721,000
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	470,000
Books	1,650,000
Periodicals and Newspapers	350,000
Nonprinted Materials	245,000

ID	YEAR	CO	TYPE	KEY
504			.5	

BOND AND INTEREST REDEMPTION FUND

RESOLUTION OF APPROPRIATIONS
Resolution No. 1991-25

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 92 , and ending December 31, 19 92 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 92 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Bond and Interest Redemption Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	
200 Supplies	
300 Other Services and Charges	
Professional Services	
Communication and Transportation	
Printing and Advertising	
Insurance	
Utility Services	
Repairs and Maintenance	
Rentals	722,140
Debt Service	312,178
Dues, Interest and Taxes	
Transfer to LIRF	
Total Other Services and Charges	1,034,318
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF Allen COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Allen County Public Library, Fort Wayne, Allen County, Indiana, for the year ending December 31, 1992, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

President of Library Board

Patricia E. Riley
Secretary of Library Board

Treasurer of Library Board

RESOLUTION NO. 1991-26

CERTIFICATE AND RESOLUTION OF TAX RATES

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 1992, has been adopted.

Be it resolved by the Library Board of Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 1991 to be collected in the year 1992 the following:

TV SERVICES EQUIPMENT LIST FOR AUCTION

BRAND	MODEL	TYPE	SERIAL #	ACPL #
BE	3360RP	CART PLAYER	4063301	2920
CRAIG	2712	AUDIO CASSESTE DECK	10303177	NONE
HARRIS	516	TIME BASE CORRECTOR	6881	2903
HITACHI	VE102	VERTICAL ENHANCER	M-64519	2901
HITACHI	HV1100A	CAMERA	300025	2884
HITACHI	CU1100A	CAMERA CONTROL UNIT	300025	2900
HITACHI	JU-4	INTERFACE UNIT	010051	U
HITACHI	JU-4	INTERFACE UNIT	010320	U
HITACHI	GP4DU	COLOR CAMERA	010419	3100
HITACHI	GP4DU	COLOR CAMERA	01036	3099
HITACHI	AP4U	AC POWER SUPPLY	604183	U
ITE	T-20	TRIPOD	NONE	U
ITE	T-20	TRIPOD	NONE	2876
ITE	T-20	TRIPOD	NONE	2877
ITE	T-20	TRIPOD	NONE	2878
JVC	GP5500U	VCR	14500328	2870
JVC	CR6600U	VCR	10610553	3097
JVC	CR8200U	VCR	15500219	2830
JVC	CR8200U	VCR	15500265	2841
JVC	KY2000	COLOR CAMERA	13552687	3112
JVC	AAC20U	AC ADAPTER	U	U
JVC	RS2000U	CAMERA CONTROL UNIT	15551660	3122
JVC	RS2000U	CAMERA CONTROL UNIT	14551466	3123
PANASONIC	WV3150	COLOR CAMERA	37B05298	2866
PANASONIC	WV3150	COLOR CAMERA	3YB05301	2864
PANASONIC	WV3150	COLOR CAMERA	37B05314	U
PANASONIC	WV3150	COLOR CAMERA	37B05269	2860

EQUIPMENT LIST continued

PANASONIC	WV3170	COLOR CAMERA	4YB07756	2855
PANASONIC	WV3170	COLOR CAMERA	37B07877	2856
PANASONIC	NV8310	VCR VHS	JOHD50277	2840
RCA	JA970-W	TV SET	935	2883
SANYO	1200	REEL-REEL VCR	12156	NONE
SONY	SL5400	BETA VCR	26181	NONE
SONY	AC340B	AC ADAPTOR	12360	2879
SONY	TC260	AUDIO RECORDER	69818	3101
TAPCO	6000	AUDIO MIXER	AS608533	3125
VIDEOTEK	VM15Y	TV MONITOR	980351	3068
VIDEOTEK	VM15Y	TV MONITOR	980352	2914
ZEIMARK	4300	OPTICAL MULTIPLEXOR	NONE	2885

ONE BOX MISC. CABLES

ONE BOX MICROPHONE PARTS

USED VIDEOTAPES:
3/4" 20M - 139
30M - 46
60M - 37
VHS 60M - 60
120M - 36

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 22, 1991	)	
	)	
RESOLUTION TO SELL REAL ESTATE TO	)	No. 1991-27
THE STATE OF INDIANA	)	

WHEREAS, A certain portion of the property owned by the Allen County Public Library at the site of the Harlan branch, being fully described in the Warranty Deed dated August 22, 1991, and attached hereto, is no longer needed for library purposes, be it

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the aforesaid property be sold to the State of Indiana for a total consideration of $2,325.00, and be it further

RESOLVED, That the officers are hereby authorized to execute the Warranty Deed conveying the said property to the State of Indiana.

Adopted this 22nd day of August, 1991.

Dean McNeilan
President

Patricia E Riley
Secretary

WARRANTY DEED

Project ST-5102(D)
Code 2562
Parcel 6
Page 1 of 3

THIS INDENTURE WITNESSETH, That The Board of Library Trustees of the Allen County Public Library, successor entity to the Public Library of Fort Wayne and Allen County

of Allen County, in the State of Indiana Convey and Warrant to the STATE OF INDIANA for and in consideration of Two Thousand Three Hundred Twenty Five 00/100 ($2325.00) Dollars, the receipt whereof is hereby acknowledged, the following described Real Estate in Allen County in the State of Indiana, to wit:

A part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 32 North, Range 14 East, Allen County, Indiana, also being a part of Lot 40 in the Plat Of West Part Of Maysville, the plat of which is recorded in Deed Record Y, page 627, in the Office of the Recorder of Allen County, Indiana, described as follows: Commencing at the southeast corner of said quarter-quarter section; thence North 88 degrees 13 minutes 12 seconds West 176.00 feet along the south line of said section to the southeast corner of the owner's land; thence North 7 degrees 00 minutes 00 seconds West 198.95 feet (199 feet by Deed Record 289, page 203) along the eastern line of the owner's land to the southern boundary of S.R. 37 (formerly Hicksville Road), also being the northern line of said lot and the point of beginning of this description: thence South 7 degrees 00 minutes 00 seconds East 8.24 feet along said eastern line; thence South 69 degrees 15 minutes 00 seconds West 105.86 feet; thence South 20 degrees 45 minutes 00 seconds East 25.00 feet; thence South 69 degrees 15 minutes 00 seconds West 14.62 feet to the center line of the Reichelderfer Ditch; thence North 27 degrees 39 minutes 50 seconds West 28.35 feet along said center line; thence North 20 degrees 58 minutes 33 seconds West 4.86 feet along said center line to the southern boundary of said S.R. 37; thence North 69 degrees 15 minutes 00 seconds East 125.87 feet along the boundary of said S.R. 37 to the point of beginning and containing 1,402 square feet, more or less.

Also, an easement in and to the following-described real estate, to wit: A part of the Southwest Quarter of the Southwest Quarter of Section 28, Township 32 North, Range 14 East, Allen County, Indiana, also being a part of Lot 40 in the Plat Of West Part Of Maysville, the plat of which is recorded in Deed Record Y, page 627, in the Office of the Recorder of Allen County, Indiana, described as follows: Commencing at the southeast corner of said quarter-quarter section; thence North 88 degrees 13 minutes 12 seconds West 176.00 feet along the south line of said section to the southeast corner of the owner's land; thence North 7 degrees 00 minutes 00 seconds West 190.71 feet; thence South 69 degrees 15 minutes 00 seconds West 105.86 feet to the point of beginning of this description: thence North 69 degrees 15 minutes 00 seconds East 8.00

Project ST-5102(D)
Code 2562
Parcel 6
Page 2 of 3

Board of Library Trustees of the Allen County Public Library,
successor entity to the Public Library of Fort Wayne and Allen County

_____ (Seal) _____ (Seal)
President

_____ (Seal) _____ (Seal)
Vice President

_____ (Seal) _____ (Seal)
Secretary

_____ (Seal) _____ (Seal)
Member

_____ (Seal) _____ (Seal)
Member

_____ (Seal) _____ (Seal)
Member

State of Indiana, _____ County, ss:

Before me, the undersigned, a Notary Public in and for said County and State, this _____

day of _____, A.D. 19 _____; personally appeared the within named _____

_____ Grantor _____ in the above conveyance, and acknowledged

the same to be _____ voluntary act and deed, for the uses and purposes herein mentioned.

I have hereto subscribed my name and affixed my official seal.

My Commission expires _____ _____ Notary Public

Resident of _____ County, _____

State of Indiana, _____ County, ss:

Before me, the undersigned, a Notary Public in and for said County and State, this _____

day of _____, A.D. 19 _____; personally appeared the within named _____

_____ Grantor _____ in the above conveyance, and acknowledged

the same to be _____ voluntary act and deed, for the uses and purposes herein mentioned.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

August 22, 1991	)	
	)	
A RESOLUTION TO TRANSFER FUNDS	)	No. 1991-28
TEMPORARILY BETWEEN ELIGIBLE	)	
ESTABLISHED FUNDS OF THE LIBRARY	)	

WHEREAS, Cash balances of certain funds of the Allen County Public Library are from time to time insufficient to meet current obligations of those funds, and

WHEREAS, There will come into the several funds of the library district on or about June 30 and December 31, 1991, tax revenues for the current year sufficient to meet all budgeted expenses of the said funds,

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the Treasurer of the library be, and he is hereby authorized to transfer such sums of money between the several eligible funds of the library as he deems necessary, from time to time, to meet the obligations of the said funds;

Section 2. All sums authorized to be transferred in Section 1 shall be returned to the fund of origin when needed to meet the obligations of that fund, but not later than December 31, 1991.

Adopted this 22nd day of August, 1991.

Dean Ne Mellen
President

Patricia E Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims September 10, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $281,892.54 on September 10, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
08/30/91	gross $189,671.54		net	136,100.04
08/30/91	Payroll taxes (electronic transfer)			56,680.03
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 08/29/91				4,336.79
Dated 09/10/91				84,061.68
Manual Checks(s)	9/6/91	#2950		714.00
Less VOIDS: 8/2/91				0.00
Accounts Payable Check Batches Subtotal:				$ 89,112.47
Grand Total			$	$281,892.54

Mrs. Riley, Mr. McMahan, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
September 26, 1991
3:00 p.m. - Georgetown Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of August 22, 1991, and meeting for approval of claims of September 10, 1991.

4. Financial report for August, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Approval of Tri-ALSA contract for 1992.

10. Approval of application for reciprocal borrowing grant.

11. Resolution No. 1991-29, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $24,000 to Perform Services as a Subregional Library for the Blind and Physically Handicapped."

12. Other Business.

13. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of September 26, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 26, 1991, at 3:00 p.m. at Georgetown branch library. Those present were Mr. McMahan presiding, Mrs. Gates, Mr. Coleman, Mr. Andorfer, Mr. Carmean, and Mrs. Koehlinger. Absent: Mrs. Riley.

On motion of Mrs. Gates, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of August 22, 1991, and the minutes of the approval of claims of September 10, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Andorfer, the financial report for August, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Gates, the claims were approved for payment.

Wires				$0.00
Payroll				
	09/13/91	gross 180,959.41	net	$129,304.42
	09/13/91	Payroll taxes (electronic transfer)		53,998.71
	09/27/91	gross 181,274.39	net	129,596.49
	09/27/91	Payroll taxes (electronic transfer)		53,748.82
Accounts Payable Check Batches				
		(See "Vendor Check History" for detail of total)		
	Dated 09/13/91	#41859-41863		6,454.22
	Dated 09/27/91	#41874-42220		430,322.87
	Manual Check (s)	9/20/91 #2951		960.00
	Less VOIDS: 9/20/91	#41602		(85.00)

Accounts Payable Check Batches Subtotal:	$437,652.09
Grand Total	$804,300.53

REPORT OF DIRECTOR

The library celebrated the freedom to read with a "read-in" on Sunday, September 22. For two hours, local celebrities and ordinary citizens took turns reading aloud from favorite books at the main library. Mayor Helmke kicked off the program as the first reader.

The Friends of the Library will hold their annual book lover's sale of used books October 3-6. The pre-sale for Friends members will be held on Thursday evening.

Noted author Calvin Trillin will be the Friends' featured speaker on October 17 at the main library.

The Allen County Public Library Foundation has announced the receipt of a $10,000 grant from the Zollner Foundation to support the library's Historical Genealogy Department. The Zollner Foundation had previously given $10,000 for the Zollner Pistons history project, and foundation officials were impressed by the library's cooperation and effort in preserving the history of the Pistons.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of August and the year to date.

REPORT OF LONG RANGE PLANNING COMMITTEE

Mr. Andorfer, committee chairman, reported that the committee was continuing discussions with the board of the ACPL Foundation concerning plans for future financial development efforts.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Mary Voors	Assistant Manager Children's Services	#321	$21,648.90
Karin Brunet	Librarian I Children's Services	#325	$17,060.16

Dawne Slater-Putt	Librarian I Genealogy	#344	$19,192.68

RESOLUTION TO APPROVE CONTRACT WITH INDIANA STATE LIBRARY

Mrs. Koehlinger moved the adoption of Resolution No. 1991-29, "Resolution to Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $24,000 to Perform Services as a Subregional Library for the Blind and Physically Handicapped." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:03 p.m.

E. Shirley Andrews
President Pro Tempore

Patricia E. Riley
Secretary

COMBINED BALANCE SHEET--ALL FU[illegible]YPES AND ACCOUNT GROUPS
AT AUGUST [illegible]91

A

	GOVERNMENTAL FUND TYPES							FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REVENUE FUNDS			CAPITAL PROJECTS FUNDS							
	GENERAL	GIFT	LSCA GRANTS	DEBT SERVICE	LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	AUGUST 31 1991	AUGUST 31 1990
ASSETS												
CASH ON DEPOSIT.....	26,213	16,633	0	146	190	0	39,196	0			82,378	267,754
CASH ON HAND.....	3,444										3,444	2,855
CASH WITH FISCAL AGENT.....				220							220	568
INVESTMENTS AT COST	175,559			48,575	35,000	0	0				259,134	1,300,000
TAXES DUE FROM COUNTY GOVERNMENT	0			0							0	0
ACCRUED INTEREST.....	0					0	0				0	8,392
DUE FROM OTHER GOVERNMENTS.....	0			0							0	0
DUE FROM OTHER FUNDS.....	0			0	0						0	0
ACCOUNTS RECEIVABLE.....	12,000										12,000	12,000
FIXED ASSETS:											0	0
LAND.....									1,677,900		1,677,900	1,427,900
BUILDINGS.....									14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT.....									10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND..										48,721	48,721	98,940
AMT TO BE PROVIDED--RET OF DEBT.										10,491,279	10,491,279	10,931,060
AMT TO BE PROVIDED--VAC PAY LIAB										235,713	235,713	236,439
TOTAL ASSETS	217,216	16,633	0	48,941	35,190	0	39,196	0	26,547,884	10,775,713	37,680,774	27,598,435
LIABILITIES & FUND EQUITY												
LIABILITIES:												
ACCOUNTS PAYABLE.....	111	0	0			0	0				111	39
TEMPORARY LOANS/FINANCING.....	0										0	0
ACCRUED WAGES & BENEFITS.....	137,519									235,713	373,232	340,793
UNREMITTED WITHHOLDINGS.....	33,663										33,663	30,175
DEPOSITS PAYABLE(Record & Other)	(20)										(20)	(100)
DUE TO OTHER FUNDS.....	0										0	0
LEASES PAYABLE.....	0									0	0	0
MATURED BONDS PAYABLE.....	0										0	0
MATURED INTEREST PAYABLE.....	0			220							220	568
G O BONDS & CAP LEASES PAYABLE..	0									10,540,000	10,540,000	11,030,000
TOTAL LIABILITIES	171,273	0	0	220	0	0	0	0	0	10,775,713	10,947,206	11,401,475
FUND EQUITY:												
INVESTMENT IN FIXED ASSETS.....									26,547,884		26,547,884	14,740,427
FUND BALANCES:											0	
RESERVED FOR ENCUMBRANCES..	538,025	465	0	0	0	0	19,535	0	0	0	558,024	1,246,065
RESERVED FOR PREPAID ITEMS.											0	0
RESTRICTED-SPECIAL REVENUE.		16,168	0								16,168	10,969
DESIGNATED FOR DEBT SERVICE				48,721		0					48,721	98,940
UNRESERVED.....	(492,082)		0		35,190	0	19,661	0			(437,231)	100,379
TOTAL FUND EQUITY	45,943	16,633	0	48,721	35,190	0	39,196	0	26,547,884	0	26,733,568	16,196,780
TOTAL LIABILITIES & FUND EQUITY	217,216	16,633	0	48,941	35,190	0	39,196	0	26,547,884	10,775,713	37,680,774	27,598,255

ALLEN COUN[illegible] [illegible]LIC LIBRARY

B

--COMBINED STATEMENT OF REVENUES, EXP[illegible]ITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1991

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	AUGUST 31, 1991	AUGUST 31, 1990
REVENUES:									
AUTO EXCISE TAX	319,457.51			38,196.01				357,653.52	558,658
REAL PROPERTY TAX LEVY	3,441,419.25			411,474.04				3,852,893.29	3,674,180
INTANGIBLES TAX & COIT	477,821.71			121,104.04				598,925.75	295,922
USER FEES	231,095.50							231,095.50	170,531
INTERGOVERNMENTAL REVENUE	144,596.48		0.00					144,596.48	137,420
PARKING FEES	91,154.41							91,154.41	114,035
GIFTS & DONATIONS	519.33	11,433.81						11,953.14	9,999
INTEREST	38,253.39					4,039.16	2,648.57	44,941.12	164,954
OTHER REVENUES & PROCEEDS	52,400.84			0.00				52,400.84	40,796
TOTAL REVENUES	4,796,718.42	11,433.81	0.00	570,774.09	0.00	4,039.16	2,648.57	5,385,614.05	5,166,496
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	3,843,184.17	0.00	0.00					3,843,184.17	3,326,881
SUPPLIES	170,072.28	416.67	0.00			5,173.14		175,662.09	251,326
PROFESSIONAL SERVICES	33,332.13	5,020.34	0.00			69,860.01	5,694.00	113,906.48	495,617
COMMUNICATION & TRANSPORTATION	170,311.60	738.50	0.00			0.00		171,050.10	146,127
INSURANCE	91,822.00							91,822.00	98,994
UTILITY SERVICES	336,391.47							336,391.47	254,525
REPAIRS & MAINTENANCE	227,741.67					0.00		227,741.67	176,870
LEASING & MISCELLANEOUS SERVICES	139,712.94	0.00	0.00			0.00		139,712.94	116,359
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	65,402.70	2,774.00	0.00			114,438.58	29,377.83	211,993.11	1,680,995
LIBRARY MATERIALS	859,627.59	623.35	0.00			0.00	7,713.76	867,964.70	1,190,743
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				554,817.50				554,817.50	254,233
PRINCIPAL RETIREMENT				490,000.00				490,000.00	460,000
INTEREST CHARGES				208,171.25				208,171.25	239,947
TOTAL EXPENDITURES	5,937,598.55	9,572.86	0.00	1,252,988.75	0.00	189,471.73	42,785.59	7,432,417.48	8,692,617
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,140,880.13)	1,860.95	0.00	(682,214.66)	0.00	(185,432.57)	(40,137.02)	(2,046,803.43)	(3,526,121)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,140,880.13)	1,860.95	0.00	(682,214.66)	0.00	(185,432.57)	(40,137.02)	(2,046,803.43)	(3,526,121)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,475
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-AUGUST 31 '91	45,942.51	16,633.16	0.00	48,721.20	35,189.99	0.00	39,196.17	185,683.03	1,456,353

August 1991 unaudited
ER-0BREV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1991

16-Sep-91
08:41 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	319,457.51		0.00		319,457.51				713,401.49	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	3,441,419.25		0.00		3,441,419.25				3,316,978.75	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	455,867.19		24,675.19		431,192.00				318,534.00	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	4,297,286.86		58,588.39	0.00	4,238,698.47				4,395,268.53	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	106,058.53				106,058.53				13,941.47	
5202	EXTENDED USE FEES	130,000	130,000		130000	123,412.18		0.00	0.00	123,412.18				6,587.82	
5203	FAX FEES	1,000	1,000		1000	1,624.79				1,624.79				(624.79)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	231,095.50	0.00	0.00	0.00	231,095.50				19,904.50	
5301	FEDERAL OPERATING GRANTS	0	0		0	53,131.00				53,131.00				(53,131.00)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	48,180.47				48,180.47				(44,180.47)	
5303	CITY OPERATING GRANTS	0	94,237		94237	112,808.93		69,523.92	0.00	43,285.01				50,951.99	
	TOTAL GRANTS	4,000	98,237	0.00	98237	214,120.40		69,523.92	0.00	144,596.48				(46,359.48)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	41,172.11				41,172.11				(41,172.11)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	44,505.33				44,505.33				(44,505.33)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	4,676.97				4,676.97				(4,676.97)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	800.00		12,000.00	12,000.00	800.00				149,200.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	91,154.41		12,000.00	12,000.00	91,154.41				58,845.59	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	519.33				519.33				(419.33)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000		5000	6,460.00				6,460.00				(1,460.00)	
5650	INTEREST	40,000	40,000		40000	38,253.39				38,253.39				1,746.61	
5701	ACPL PUBLICATIONS	300	300		300	127.24			0.00	127.24				172.76	
5702	RESEARCH SERVICES	18,000	18,000		18000	9,273.61				9,273.61				8,726.39	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	8,721.12		(122.12)	0.00	8,843.24				3,156.76	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	4,632.93				4,632.93				(1,432.93)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	16,924.19				16,924.19				(16,924.19)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	45,818.72		(122.12)	0.00	45,940.84				(12,440.84)	
	TOTAL REVENUES	9,117,567	9,211,804	0.00	9211804	4,924,708.61	0.00	139,990.19	12,000.00	4,796,718.42				4,415,085.58	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	2,208,697.53	41.26%	158,564.57	73,023.72	2,123,156.68	43.53%		2,123,156.68	1,636,843.32	43.53%
1102	SALARIED OVERTIME	0	0		0	7,034.48	ERR			7,034.48	ERR		7,034.48	(7,034.48)	ERR
1103	SALARIED VACATION	0	0		0	183,476.35	ERR			183,476.35	ERR		183,476.35	(183,476.35)	ERR
1104	SALARIED SICK PAY	0	0		0	47,366.73	ERR			47,366.73	ERR		47,366.73	(47,366.73)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	9,145.95	ERR			9,145.95	ERR		9,145.95	(9,145.95)	ERR
1106	SALARIED HOLIDAY	0	0		0	70,857.71	ERR			70,857.71	ERR		70,857.71	(70,857.71)	ERR
1107	SALARIED JURY DUTY	0	0		0	369.38	ERR			369.38	ERR		369.38	(369.38)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	5,284.86	ERR			5,284.86	ERR		5,284.86	(5,284.86)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	33,301.55	ERR			33,301.55	ERR		33,301.55	(33,301.55)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	12,449.38	ERR			12,449.38	ERR		12,449.38	(12,449.38)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	6,882.87				6,882.87			6,882.87	(6,882.87)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	2,584,866.79	31.25%	158,564.57	73,023.72	2,499,325.94	33.53%	0.00	2,499,325.94	1,260,674.06	33.53%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	631,603.89	36.84%	39,641.14	21,812.28	613,775.03	38.62%		613,775.03	386,224.97	38.62%
1202	HOURLY OVERTIME	0	0		0	2,199.65	ERR			2,199.65	ERR		2,199.65	(2,199.65)	ERR
1203	HOURLY VACATION	0	0		0	30,754.98	ERR			30,754.98	ERR		30,754.98	(30,754.98)	ERR
1204	HOURLY SICK PAY	0	0		0	2,683.38	ERR			2,683.38	ERR		2,683.38	(2,683.38)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,193.75				3,193.75			3,193.75	(3,193.75)	ERR
1206	HOURLY HOLIDAY	0	0		0	17,500.76	ERR			17,500.76	ERR		17,500.76	(17,500.76)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	540.93	ERR			540.93	ERR		540.93	(540.93)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	4,977.93	ERR			4,977.93	ERR		4,977.93	(4,977.93)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	693,486.79	30.65%	39,641.14	21,812.28	675,657.93	32.43%	0.00	675,657.93	324,342.07	32.43%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	57,746.35	63.91%			57,746.35	63.91%		57,746.35	102,253.65	63.91%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	8.10				8.10			8.10	(8.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	33,110.71	-10.37%			33,110.71	-10.37%		33,110.71	(3,110.71)	-10.37%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	90,865.16	52.18%	0.00	0.00	90,865.16	52.18%	0.00	90,865.16	99,134.84	52.18%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	3,369,218.74	31.93%	198,205.71	94,836.00	3,265,849.03	34.02%	0.00	3,265,849.03	1,684,150.97	34.02%
1501	EMPLOYER FICA	365,000	365,000		365000	253,403.75	30.57%	15,162.74	7,254.95	245,495.96	32.74%		245,495.96	119,504.04	32.74%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	673.87	86.52%			673.87	86.52%		673.87	4,326.13	86.52%
1503	EMPLOYER PERF	155,000	155,000		155000	127,127.42	17.98%	41,159.94	35,428.32	121,395.80	21.68%		121,395.80	33,604.20	21.68%
1504	GROUP INSURANCE	275,000	275,000		275000	209,769.51	23.72%	0.00		209,769.51	23.72%		209,769.51	65,230.49	23.72%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	590,974.55	26.13%	56,322.68	42,683.27	577,335.14	27.83%	0.00	577,335.14	222,664.86	27.83%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	3,960,193.29	31.13%	254,528.39	137,519.27	3,843,184.17	33.16%	0.00	3,843,184.17	1,906,815.83	33.16%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	22,425.59	55.15%	1,156.62	0.00	21,268.97	57.46%	1,720.64	22,989.61	27,030.39	54.06%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	22,425.59	55.15%	1,156.62	0.00	21,268.97	57.46%	1,720.64	22,989.61	27,030.39	54.06%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	15,789.26	36.84%	755.10	0.00	15,034.16	39.86%	0.00	15,034.16	11,462.64	45.85%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	6,219.02	52.16%	777.07	0.00	5,441.95	58.14%	0.00	5,441.95	7,558.05	58.14%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	32,873.17	34.25%	11,038.21	0.00	21,834.96	56.33%	225.00	22,059.96	27,940.04	55.88%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	13,841.92	65.40%	0.00	0.00	13,841.92	65.40%	461.50	14,303.42	26,467.72	66.17%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,055.88	38.88%	97.85	0.00	2,958.03	40.84%	0.00	2,958.03	2,041.97	40.84%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	1,004.82	93.30%	102.07	0.00	902.75	93.98%	0.00	902.75	14,097.25	93.98%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	20,164.88	49.59%	258.95	0.00	19,905.93	50.24%	303.64	20,209.57	20,271.24	50.68%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	49,290.33	17.85%	893.92	0.00	48,396.41	19.34%	1,282.89	49,679.30	12,002.38	20.00%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	144,129.28	43.03%	13,923.17	0.00	130,206.11	48.54%	2,273.03	132,479.14	126,751.29	50.10%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	16,138.25	10.34%	113.73	0.00	16,024.52	10.97%	1,209.27	17,233.79	1,049.64	5.83%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	2,656.14	73.44%	83.46	0.00	2,572.68	74.27%	78.30	2,650.98	7,372.15	73.72%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	18,794.39	32.88%	197.19	0.00	18,597.20	33.58%	1,287.57	19,884.77	8,421.79	30.08%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	185,349.26	44.00%	15,276.98	0.00	170,072.28	48.62%	5,281.24	175,353.52	162,203.47	49.00%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL @ 8/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	6,100.00	23.75%	0.00	0.00	6,100.00	23.75%	2,400.00	8,500.00	100.00	1.25%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	962.00	51.90%	0.00	0.00	962.00	51.90%	0.00	962.00	1,038.00	51.90%
3103	LEGAL SERVICES	4,000	4,000		4000	936.10	76.60%	0.00	0.00	936.10	76.60%	0.00	936.10	3,063.90	76.60%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	4,320.09	-8.00%	0.00	0.00	4,320.09	-8.00%	0.00	4,320.09	(295.09)	-7.38%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	16,571.58	58.57%	2,739.57	0.00	13,832.01	65.42%	0.00	13,832.01	26,167.99	65.42%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	7,883.33	47.44%	701.40	0.00	7,181.93	52.12%	400.00	7,582.73	7,754.77	51.70%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	36,773.10	49.63%	3,440.97	0.00	33,332.13	54.34%	2,800.00	36,132.93	37,829.57	51.82%
3201	TELEPHONE SERVICE	95,000	95,000		95000	66,409.97	30.09%	2,000.00	0.00	64,409.97	32.20%	0.00	64,409.97	30,590.03	32.20%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	67,602.16	3.43%	428.86	0.00	67,173.30	4.04%	24,000.00	91,173.30	(21,173.30)	-30.25%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	4,549.47	9.01%	53.90	0.00	4,495.57	10.09%	0.00	4,495.57	504.43	10.09%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	31,324.47	30.39%	604.22	0.00	30,720.25	31.73%	0.00	30,720.25	14,279.75	31.73%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	169,886.07	20.98%	3,086.98	0.00	166,799.09	22.42%	24,000.00	190,799	24,201	11.26%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	230.68	76.93%	21.78	0.00	208.90	79.11%	0.00	208.90	791.10	79.11%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,534.29	41.10%	21.78	0.00	3,512.51	41.46%	0.00	3,512.51	2,487.49	41.46%
3401	INSURANCE	115,000	115,000		115000	91,822.00	20.15%	0.00	0.00	91,822.00	20.15%	0.00	91,822.00	23,178.00	20.15%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,822.00	20.15%	0.00	0.00	91,822.00	20.15%	0.00	91,822.00	23,178.00	20.15%
3501	NATURAL GAS	130,000	130,000		130000	97,694.53	24.85%	1,399.02	0.00	96,295.51	25.93%	0.00	96,295.51	33,704.49	25.93%
3502	ELECTRICITY	340,000	340,000		340000	227,499.40	33.09%	4,198.36	7.66	223,308.70	34.32%	0.00	223,308.70	116,691.30	34.32%
3503	WATER & SEWER	12,000	12,000		12000	10,683.27	10.97%	715.01	0.00	9,968.26	16.93%	0.00	9,968.26	2,031.74	16.93%
3504	TRASH DISPOSAL	9,000	9,000		9000	6,819.00	24.23%	0.00	0.00	6,819.00	24.23%	3,332.00	10,151.00	(1,151.00)	-12.79%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	342,696.20	30.20%	6,312.39	7.66	336,391.47	31.49%	3,332.00	339,723.47	151,276.53	30.81%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	13,989.29	76.68%	367.09	0.00	13,622.20	77.30%	1,177.10	14,799.30	46,796.91	77.99%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	14,890.68	40.44%	259.00	0.00	14,631.68	41.47%	0.00	14,631.68	12,618.32	50.47%
3603	LANDSCAPING SERVICES	22,000	22,000	0.00	22000	17,163.59	21.98%	3,245.50	0.00	13,918.09	36.74%	3,215.00	17,133.09	4,866.91	22.12%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	108,113.65	16.84%	2,449.76	0.00	105,663.89	18.72%	21,865.33	127,529.22	2,942.58	2.26%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	27,995.92	30.01%	587.38	0.00	27,408.54	31.48%	14,810.61	42,219.15	(1,666.61)	-4.17%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	7,046.71	71.81%	1,085.92	28.00	5,988.79	76.04%	0.00	5,988.79	19,218.86	76.88%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	48,999.14	33.78%	2,490.66	0.00	46,508.48	37.15%	15,093.47	61,601.95	16,954.07	22.91%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	238,198.98	36.65%	10,485.31	28.00	227,741.67	39.43%	56,161.51	283,903.18	101,731.04	27.06%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED August 31, 1991

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 8/31/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	33,300.13	33.40%	1,692.81	0.00	31,607.32	36.79%	16,312.40	47,919.72	2,173.78	4.35%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	33,300.13	33.40%	1,692.81	0.00	31,607.32	36.79%	16,312.40	47,919.72	2,173.78	4.35%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,632.50	-7.03%		0.00	9,632.50	-7.03%	0.00	9,632.50	(632.50)	-7.03%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	11,126.71	ERR		0.00	11,126.71	ERR	0.00	11,126.71	(11,126.71)	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	37,561.53	6.10%	1,114.90	0.00	36,446.63	8.88%	8,664.32	45,110.95	(5,081.85)	-12.70%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	55,651.35	38.17%	4,751.57	0.00	50,899.78	43.44%	3,274.51	54,174.29	37,051.15	41.17%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	113,972.09	20.30%	5,866.47	0.00	108,105.62	24.40%	11,938.83	120,044.45	24,210.09	16.93%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	1,030,182.86	29.87%	30,906.71	35.66	999,311.81	31.97%	114,545.54	1,113,857.35	367,087.41	24.99%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,889.81	97.56%	219.95	0.00	4,669.86	97.67%	0.00	4,669.86	199,224.01	99.61%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	23,626.19	52.75%	125.00	0.00	23,501.19	53.00%	43,043.00	66,544.19	(4,585.19)	-9.17%
4405	TELEVISION EQUIPMENT	10,000	104,237	8,776.54	113013.5	37,285.67	64.23%	54.02	0.00	37,231.65	64.28%	62,972.47	100,204.12	12,809.42	12.29%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	374,237	24,629.41	398866.4	65,801.67	82.42%	398.97	0.00	65,402.70	82.52%	106,015.47	171,418.17	227,448.24	60.78%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	671,683.35	56.26%	19,956.81	75.00	651,201.54	57.56%	293,120.10	944,321.64	688,863.96	44.90%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	104,301.86	65.23%	637.12	0.00	103,664.74	65.45%	0.00	103,664.74	201,684.06	67.23%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	79,211.25	55.99%	8,734.05	0.00	70,477.20	60.85%	17,767.66	88,244.86	113,917.29	63.29%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	34,601.53	30.80%	317.42	0.00	34,284.11	31.43%	1,294.73	35,578.84	14,656.19	29.31%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	889,197.99	56.92%	29,645.40	75.00	859,627.59	58.36%	312,182.49	1,171,810.08	1,019,121.50	49.37%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,438,518	151,279.99	2589797.	954,999.66	60.84%	30,044.37	75.00	925,030.29	62.07%	418,197.96	1,343,228.25	1,246,569.74	51.12%
	TOTAL EXPENDITURES	9,894,281	9,988,518	169,781.74	10158299	6,130,725.07	38.62%	330,756.45	137,629.93	5,937,598.55	40.56%	538,024.74	6,475,623.29	3,682,676.45	36.87%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,206,016.46)		(190,766.26)	(125,629.93)	(1,140,886.13)		(538,024.74)	(6,475,623.29)	732,409.13	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

September 26, 1991

RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT IN THE AMOUNT OF $27,801 TO PERFORM SERVICES AS A SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	)	No. 1991-29

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Library Services and Construction Act grant in the amount of $24,000 to perform services as a subregional library for the blind and physically handicapped is hereby approved;

Section 2. Alan McMahan, President, and Jeffrey R. Krull, Director, are hereby authorized to execute this contract for and on behalf of the Allen County Public Library.

Adopted this 26th day of September, 1991.

President

Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims October 10, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $336,624.48 on October 10, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
10/11/91	gross $182,521.40		net	130,945.53
10/11/91	Payroll taxes (electronic transfer)			54,233.74
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 10/10/91	#42222-42305			150,464.21
Manual Checks(s)	10/4/91	#2952		981.00
Less VOIDS:				0.00
Accounts Payable Check Batches Subtotal:				151,445.21
Grand Total			$	336,624.48

Mrs. Riley, Mr. McMahan, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Patricia E. Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
October 24, 1991
3:00 p.m. - New Haven Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of September 26, 1991, and meeting for approval of claims of October 10, 1991.

4. Financial report for September, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

8. Personnel.

9. Other Business.

   a. Resolution to Transfer Surplus Equipment to the Noble County Public Library.

   b. Additional surplus equipment to be auctioned.

10. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of October 24, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, October 24, 1991, at 3:00 p.m. at New Haven branch library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, and Mrs. Koehlinger. Absent: Mrs. Gates, Mr. Coleman, and Mr. McMahan.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of September 26, 1991, and the minutes of the approval of claims of October 10, 1991, were approved.

FINANCIAL REPORT

On motion of Mrs. Riley, the financial report for September, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Koehlinger, the claims were approved for payment.

Wires				$0.00
Payroll				
	10/25/91	gross 183,047.61	net	$130,824.44
	10/25/91	Payroll taxes (electronic transfer)		54,371.86
Accounts Payable Check Batches				
		(See "Vendor Check History" for detail of total)		
	Dated 10/25/91	#42307-42547		221,868.31
	Manual Check (s)	10/18/91 #2953		1,265.00
	Less VOIDS:			
	Accounts Payable Check Batches Subtotal:			$223,133.31
Grand Total				$408,329.61

REPORT OF DIRECTOR

Mr. Krull reported that he was informed by David Bennett of Taxpayers Research Association that the library's tax appeal hearing before the Local Government Tax Control Board will probably be held on November 13 in Indianapolis.

The State Board of Accounts auditor is nearly finished with the library's audit for the year 1990.

The Midwest Federation of Library Associations will hold its quadrennial conference in Minneapolis October 29 - November 2. Mr. Krull will attend along with several other ACPL staff members.

The Legislative Committee of the Indiana Library Federation anticipates that a bill will be introduced in the upcoming session of the General Assembly to remove taxing authority from appointed library boards. Similar bills have been introduced in every legislative session since 1984. These threats to fiscal autonomy of libraries have prompted discussions about providing a local option for changing to elected library boards. The Legislative Committee is attempting to alert library trustees and staffs to the threats to library fiscal autonomy, and to encourage discussion of the optional elected board strategy.

A question has been received from a library patron concerning the library's policy of confidentiality of circulation records, specifically as this policy relates to the potentially conflicting rights of parents and the confidentiality rights of minors. An opinion will be sought from legal counsel regarding the interpretation of the Indiana confidentiality of records statute. Once this opinion is in hand the library's policy will be reviewed in light of the patron's question.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of September and the year to date.

REPORT OF LONG RANGE PLANNING COMMITTEE

Mr. Andorfer, chairman, reported that the Long Range Planning Committee met recently with representatives of the ACPL Foundation board to continue discussions of development strategies. The committee and foundation board are in agreement on the general direction of the library's development program.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Dioandra Smith	Shift Leader Circulation Services	#457	$14,770.08
Linda Buroff	3rd Shift Housekeeper Housekeeping Services	#478	$12,220.00
Lisa Costich	Assistant Manager Little Turtle Branch	#159	$24,000.08
Jeff Lane	Security Officer Security Services	#523	$12,730.12

RESOLUTION TO TRANSFER SURPLUS EQUIPMENT TO THE NOBLE COUNTY PUBLIC LIBRARY

Mrs. Koehlinger moved the adoption of Resolution No. 1991-30, "Resolution to Transfer Surplus Equipment to the Noble County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPROVAL TO AUCTION ADDITIONAL SURPLUS EQUIPMENT

On motion of Mrs. Koehlinger the board approved the sale of additional surplus equipment. The list of items approved for disposition is appended to and made a part of these minutes.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:35 p.m.

Dean McMahan
President

Patricia E Riley
Secretary

ALLEN COU[illegible]BLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT September 30, 1991

A

							ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
		SPECIAL REV	DEBT	CAPITAL PROJECTS FUNDS			GENERAL	GENERAL LONG-	September 30	September 30
	GENERAL	GIFT	SERVICE	LIRF	AUTOMATION	"89"	FIXED ASSETS	TERM DEBT	1991	1990
ASSETS										
CASH ON DEPOSIT.....	27,325	15,914	146	190	0	31,010			74,586	567,983
CASH ON HAND.....	2,978								2,978	2,770
CASH WITH FISCAL AGENT.....			220						220	568
INVESTMENTS AT COST	1,364		48,575	35,000	0	0			84,939	600,000
TAXES DUE FROM COUNTY GOVERNMENT	0		0						0	0
ACCRUED INTEREST.....	0				0	0			0	264
DUE FROM OTHER GOVERNMENTS.....	0		0						0	0
DUE FROM OTHER FUNDS.....	0		0	0					0	0
ACCOUNTS RECEIVABLE.....	12,000								12,000	12,000
FIXED ASSETS:									0	0
LAND.....							1,677,900		1,677,900	1,427,900
BUILDINGS.....							14,532,545		14,532,545	7,912,331
FURNITURE AND EQUIPMENT.....							10,337,439		10,337,439	5,400,196
AVAILABLE IN DEBT SERVICE FUND..								48,721	48,721	139,986
AMT TO BE PROVIDED--RET OF DEBT.								10,491,279	10,491,279	10,890,015
AMT TO BE PROVIDED--VAC PAY LIAB								233,808	233,808	232,798
TOTAL ASSETS	43,667	15,914	48,941	35,190	0	31,010	26,547,884	10,773,808	37,496,416	27,186,811
LIABILITIES & FUND EQUITY										
LIABILITIES:										
ACCOUNTS PAYABLE.....	0	0			0	0			0	0
TEMPORARY LOANS/FINANCING.....	600,000								600,000	300,000
ACCRUED WAGES & BENEFITS.....	174,844							233,808	408,652	373,813
UNREMITTED WITHHOLDINGS.....	42,816								42,816	38,361
DEPOSITS PAYABLE(Record & Other)	(25)								(25)	3,295
DUE TO OTHER FUNDS.....	0								0	0
LEASES PAYABLE.....	0							0	0	0
MATURED BONDS PAYABLE.....	0								0	0
MATURED INTEREST PAYABLE.....	0		220						220	568
G O BONDS & CAP LEASES PAYABLE..	0							10,540,000	10,540,000	11,030,000
TOTAL LIABILITIES	817,635	0	220	0	0	0	0	10,773,808	11,591,663	11,746,037
FUND EQUITY:										
INVESTMENT IN FIXED ASSETS.....							26,547,884		26,547,884	14,740,427
FUND BALANCES:									0	
RESERVED FOR ENCUMBRANCES..	491,828	0	0	0	0	10,290	0	0	502,118	1,158,287
RESERVED FOR PREPAID ITEMS.									0	0
RESTRICTED-SPECIAL REVENUE.		15,914							15,914	10,202
DESIGNATED FOR DEBT SERVICE			48,721		0				48,721	139,986
UNRESERVED.....	(1,265,796)			35,190	0	20,720			(1,209,886)	(606,126)
TOTAL FUND EQUITY	(773,968)	15,914	48,721	35,190	0	31,010	26,547,884	0	25,904,753	15,440,776
TOTAL LIABILITIES & FUND EQUITY	43,667	15,914	48,941	35,190	0	31,010	26,547,884	10,773,808	37,496,416	27,186,813

UNAUDITED
September 1991
COMR9109

--COMBINED STATEMENT OF REV[illegible], EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED September 30, 1991

B

	GOVERNMENTAL FUND TYPES							TOTALS (MEMORANDUM ONLY)	
		SPECIAL REVREVENUE		DEBT	CAPITAL PROJECTS FUNDS			YEAR-TO-DATE	YEAR-TO-DATE
	GENERAL	GIFT	LSCA	SERVICE	LIRF	AUTOMATION	"89"	SEPT 30, 1991	SEPT 30, 1990
REVENUES:									
AUTO EXCISE TAX	319,457.51			38,196.01				357,653.52	558,658
REAL PROPERTY TAX LEVY	3,441,419.25			411,474.04				3,852,893.29	3,674,180
INTANGIBLES TAX & COIT	543,484.96			121,104.04				664,589.00	378,013
USER FEES	253,042.34							253,042.34	187,625
INTERGOVERNMENTAL REVENUE	144,596.48		0.00					144,596.48	137,420
PARKING FEES	99,837.81							99,837.81	128,031
GIFTS & DONATIONS	519.53	12,225.56						12,745.09	11,697
INTEREST	39,779.88					4,039.16	2,812.84	46,631.88	171,662
OTHER REVENUES & PROCEEDS	56,665.17			0.00				56,665.17	43,760
TOTAL REVENUES	4,898,802.93	12,225.56	0.00	570,774.09	0.00	4,039.16	2,812.84	5,488,654.58	5,291,046
EXPENDITURES--CURRENT:									
COMPENSATION & BENEFITS	4,295,680.42	0.00	0.00					4,295,680.42	3,735,689
SUPPLIES	193,353.70	927.17	0.00			5,173.14		199,454.01	280,184
PROFESSIONAL SERVICES	36,022.83	5,020.34	0.00			69,860.01	5,694.00	116,597.18	532,546
COMMUNICATION & TRANSPORTATION	190,756.92	738.50	0.00			0.00		191,495.42	163,710
INSURANCE	91,822.00							91,822.00	98,994
UTILITY SERVICES	412,108.32							412,108.32	315,854
REPAIRS & MAINTENANCE	293,530.75					0.00		293,530.75	191,824
LEASING & MISCELLANEOUS SERVICES	156,191.28	0.00	0.00			0.00		156,191.28	126,218
EXPENDITURES--CAPITAL OUTLAY:									
GENERAL FIXED ASSETS	126,193.09	2,774.00	0.00			114,438.58	37,727.83	281,133.50	1,793,546
LIBRARY MATERIALS	1,063,933.84	1,623.35	0.00			0.00	7,713.76	1,073,270.95	1,380,519
EXPENDITURES--DEBT SERVICE:									
CAPITAL LEASE PAYMENTS				554,817.50				554,817.50	254,233
PRINCIPAL RETIREMENT				490,000.00				490,000.00	460,000
INTEREST CHARGES				208,171.25				208,171.25	239,947
TOTAL EXPENDITURES	6,859,593.15	11,083.36	0.00	1,252,988.75	0.00	189,471.73	51,135.59	8,364,272.58	9,573,264
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,960,790.22)	1,142.20	0.00	(682,214.66)	0.00	(185,432.57)	(48,322.75)	(2,875,618.00)	(4,282,217)
OTHER FINANCING SOURCES (USES):									
PROCEEDS OF DEBT ISSUES								0.00	0
OPERATING TRANSFERS IN	0.00			0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00			0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,960,790.22)	1,142.20	0.00	(682,214.66)	0.00	(185,432.57)	(48,322.75)	(2,875,618.00)	(4,282,217)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	0.00	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,982,475
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-SEPT 30 '91	(773,967.58)	15,914.41	0.00	48,721.20	35,189.99	0.00	31,010.44	(643,131.54)	700,258

September 1991 unaudited
EP-09REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1991

10-Oct-91
09:48 AM

BLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE (OVER)/UNDER for REVENUE	BUDGET BASIS PERCENT REMAINING
	REVENUES:														
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	319,457.51		0.00		319,457.51				713,401.49	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	3,441,419.25		0.00		3,441,419.25				3,316,978.75	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	521,530.44		24,675.19		496,855.25				252,870.75	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	4,362,950.11		58,588.39	0.00	4,304,361.72				4,329,605.28	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	117,593.58				117,593.58				2,406.42	
5202	EXTENDED USE FEES	130,000	130,000		130000	133,607.07		0.00	0.00	133,607.07				(3,607.07)	
5203	FAX FEES	1,000	1,000		1000	1,841.59				1,841.59				(841.59)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	253,042.24	0.00	0.00	0.00	253,042.24				(2,042.24)	
5301	FEDERAL OPERATING GRANTS	0	0		0	53,131.00				53,131.00				(53,131.00)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	48,180.47				48,180.47				(44,180.47)	
5303	CITY OPERATING GRANTS	0	94,237		94237	112,808.93		69,523.92	0.00	43,285.01				50,951.99	
	TOTAL GRANTS	4,000	98,237	0.00	98237	214,120.40		69,523.92	0.00	144,596.48				(46,359.48)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	45,663.32				45,663.32				(45,663.32)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	48,389.38				48,389.38				(48,389.38)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	4,985.11				4,985.11				(4,985.11)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	800.00		12,000.00	12,000.00	800.00				149,200.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	99,837.81		12,000.00	12,000.00	99,837.81				50,162.19	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	519.53				519.53				(419.53)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000		5000	7,484.91				7,484.91				(2,484.91)	
5650	INTEREST	40,000	40,000		40000	39,779.88				39,779.88				220.12	
5701	ACPL PUBLICATIONS	300	300		300	154.99			0.00	154.99				145.01	
5702	RESEARCH SERVICES	18,000	18,000		18000	10,291.05				10,291.05				7,708.95	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	9,460.28		(122.12)	0.00	9,582.40				2,417.60	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	4,854.78				4,854.78				(1,654.78)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	18,157.41				18,157.41				(18,157.41)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	49,858.14		(122.12)	0.00	49,180.26				(15,680.26)	
	TOTAL REVENUES	9,117,567	9,211,804	0.00	9211804	5,026,793.82	0.00	139,990.19	12,000.00	4,898,802.83				4,313,001.17	

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1991

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	2,443,154.86	35.02%	158,564.57	89,730.63	2,374,320.92	36.85%		2,374,320.92	1,385,679.08	36.85%
1102	SALARIED OVERTIME	0	0		0	7,488.87	ERR			7,488.87	ERR		7,488.87	(7,488.87)	ERR
1103	SALARIED VACATION	0	0		0	204,449.33	ERR			204,449.33	ERR		204,449.33	(204,449.33)	ERR
1104	SALARIED SICK PAY	0	0		0	53,271.63	ERR			53,271.63	ERR		53,271.63	(53,271.63)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	9,811.28	ERR			9,811.28	ERR		9,811.28	(9,811.28)	ERR
1106	SALARIED HOLIDAY	0	0		0	85,051.73	ERR			85,051.73	ERR		85,051.73	(85,051.73)	ERR
1107	SALARIED JURY DUTY	0	0		0	398.83	ERR			398.83	ERR		398.83	(398.83)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	5,551.19	ERR			5,551.19	ERR		5,551.19	(5,551.19)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	36,054.94	ERR			36,054.94	ERR		36,054.94	(36,054.94)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	13,539.33	ERR			13,539.33	ERR		13,539.33	(13,539.33)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	6,882.87				6,882.87			6,882.87	(6,882.87)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	2,865,654.86	23.79%	158,564.57	89,730.63	2,796,820.92	25.62%	0.00	2,796,820.92	963,179.08	25.62%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	703,308.41	29.67%	39,641.14	26,802.66	690,469.93	30.95%		690,469.93	309,530.07	30.95%
1202	HOURLY OVERTIME	0	0		0	2,338.04	ERR			2,338.04	ERR		2,338.04	(2,338.04)	ERR
1203	HOURLY VACATION	0	0		0	33,694.27	ERR			33,694.27	ERR		33,694.27	(33,694.27)	ERR
1204	HOURLY SICK PAY	0	0		0	2,834.05	ERR			2,834.05	ERR		2,834.05	(2,834.05)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,193.75				3,193.75			3,193.75	(3,193.75)	ERR
1206	HOURLY HOLIDAY	0	0		0	20,817.30	ERR			20,817.30	ERR		20,817.30	(20,817.30)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	540.93	ERR			540.93	ERR		540.93	(540.93)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,009.65	ERR			5,009.65	ERR		5,009.65	(5,009.65)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	771,767.92	22.82%	39,641.14	26,802.66	758,929.44	24.11%	0.00	758,929.44	241,070.56	24.11%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	58,680.33	63.32%			58,680.33	63.32%		58,680.33	101,319.67	63.32%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	8.10				8.10			8.10	(8.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	35,341.33	-17.80%			35,341.33	-17.80%		35,341.33	(5,341.33)	-17.80%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	94,029.76	50.51%	0.00	0.00	94,029.76	50.51%	0.00	94,029.76	95,970.24	50.51%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	3,731,452.54	24.62%	198,205.71	116,533.29	3,649,780.12	26.27%	0.00	3,649,780.12	1,300,219.88	26.27%
1501	EMPLOYER FICA	365,000	365,000		365000	280,467.23	23.16%	15,162.74	8,914.80	274,219.29	24.87%		274,219.29	90,780.71	24.87%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	673.87	86.52%			673.87	86.52%		673.87	4,326.13	86.52%
1503	EMPLOYER PERF	155,000	155,000		155000	127,127.42	17.98%	41,159.94	49,395.90	135,363.38	12.67%		135,363.38	19,636.62	12.67%
1504	GROUP INSURANCE	275,000	275,000		275000	235,643.76	14.31%	0.00		235,643.76	14.31%		235,643.76	39,356.24	14.31%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	643,912.28	19.51%	56,322.68	58,310.70	645,900.30	19.26%	0.00	645,900.30	154,099.70	19.26%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	4,375,364.82	23.91%	254,528.39	174,843.99	4,295,680.42	25.29%	0.00	4,295,680.42	1,454,319.58	25.29%

September 1991 unaudited
ER-09REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1991

10-Oct-91
09:48 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	25,365.41	49.27%	1,156.62	0.00	24,208.79	51.58%	1,858.65	26,067.44	23,952.56	47.91%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	25,365.41	49.27%	1,156.62	0.00	24,208.79	51.58%	1,858.65	26,067.44	23,952.56	47.91%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	19,101.65	23.59%	755.10	0.00	18,346.55	26.61%	1,730.30	20,076.85	6,419.95	25.68%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	6,960.07	46.46%	777.07	0.00	6,183.00	52.44%	0.00	6,183.00	6,817.00	52.44%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	37,974.04	24.05%	11,038.21	0.00	26,935.83	46.13%	742.35	27,678.18	22,321.82	44.64%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	15,235.60	61.91%	0.00	0.00	15,235.60	61.91%	2,318.15	17,553.75	23,217.39	58.04%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,169.94	36.60%	97.85	0.00	3,072.09	38.56%	0.00	3,072.09	1,927.91	38.56%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	1,010.62	93.26%	102.07	0.00	908.55	93.94%	46.50	955.05	14,044.95	93.63%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	20,780.67	48.05%	258.95	0.00	20,521.72	48.70%	5,543.48	26,065.20	14,415.61	36.04%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	56,172.99	6.38%	893.92	0.00	55,279.07	7.87%	6,883.19	62,162.26	(480.58)	-0.80%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	162,295.58	35.85%	13,923.17	0.00	148,372.41	41.35%	17,263.97	165,636.38	93,594.05	36.99%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	17,794.01	1.14%	113.73	0.00	17,680.28	1.78%	3,533.52	21,213.80	(2,930.37)	-16.28%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	3,175.68	68.24%	83.46	0.00	3,092.22	69.08%	357.45	3,449.67	6,573.46	65.73%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	20,969.69	25.11%	197.19	0.00	20,772.50	25.81%	3,890.97	24,663.47	3,643.09	13.01%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	208,630.68	36.97%	15,276.98	0.00	193,353.70	41.58%	23,013.59	216,367.29	121,189.70	36.61%

GLA#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** OTHER SERVICES AND CHARGES **															
3101	CONSULTING	8,000	8,000	600.00	8600	6,700.00	16.25%	0.00	0.00	6,700.00	16.25%	1,000.00	8,500.00	100.00	1.25%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	962.00	51.90%	0.00	0.00	962.00	51.90%	0.00	962.00	1,038.00	51.90%
3103	LEGAL SERVICES	4,000	4,000		4000	1,136.10	71.60%	0.00	0.00	1,136.10	71.60%	0.00	1,136.10	2,863.90	71.60%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	4,320.09	-8.00%	0.00	0.00	4,320.09	-8.00%	50.00	4,370.09	(345.09)	-8.63%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	17,659.58	55.85%	2,739.57	0.00	14,920.01	62.70%	0.00	14,920.01	25,079.99	62.70%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	8,686.03	42.09%	701.40	0.00	7,984.63	46.77%	398.10	8,382.73	6,954.77	46.37%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	39,463.80	45.94%	3,440.97	0.00	36,022.83	50.65%	2,248.10	38,270.93	35,691.57	48.89%
3201	TELEPHONE SERVICE	95,000	95,000		95000	75,437.18	20.59%	2,000.00	0.00	73,437.18	22.70%	0.00	73,437.18	21,562.82	22.70%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	76,478.61	-9.26%	428.86	0.00	76,049.75	-8.64%	16,000.00	92,049.75	(22,049.75)	-31.50%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	4,973.40	0.53%	53.90	0.00	4,919.50	1.61%	0.00	4,919.50	80.50	1.61%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	33,442.20	25.68%	604.22	0.00	32,837.98	27.03%	2,780.00	35,617.98	9,382.02	20.85%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	190,331.39	11.47%	3,086.98	0.00	187,244.41	12.91%	18,780.00	206,024	8,976	4.17%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	230.68	76.93%	21.78	0.00	208.90	79.11%	0.00	208.90	791.10	79.11%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,534.29	41.10%	21.78	0.00	3,512.51	41.46%	0.00	3,512.51	2,487.49	41.46%
3401	INSURANCE	115,000	115,000		115000	91,822.00	20.15%	0.00	0.00	91,822.00	20.15%	0.00	91,822.00	23,178.00	20.15%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,822.00	20.15%	0.00	0.00	91,822.00	20.15%	0.00	91,822.00	23,178.00	20.15%
3501	NATURAL GAS	130,000	130,000		130000	104,166.01	19.87%	1,399.02	0.00	102,766.99	20.95%	0.00	102,766.99	27,233.01	20.95%
3502	ELECTRICITY	340,000	340,000		340000	293,498.15	13.68%	4,198.36	0.00	289,299.79	14.91%	0.00	289,299.79	50,700.21	14.91%
3503	WATER & SEWER	12,000	12,000		12000	13,089.55	-9.08%	715.01	0.00	12,374.54	-3.12%	0.00	12,374.54	(374.54)	-3.12%
3504	TRASH DISPOSAL	9,000	9,000		9000	7,667.00	14.81%	0.00	0.00	7,667.00	14.81%	2,544.00	10,211.00	(1,211.00)	-13.46%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	418,420.71	14.78%	6,312.39	0.00	412,108.32	16.07%	2,544.00	414,652.32	76,347.68	15.55%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	18,542.79	69.10%	367.09	0.00	18,175.70	69.71%	2,353.78	20,529.48	41,066.73	68.44%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	16,918.54	32.33%	259.00	0.00	16,659.54	33.36%	3,900.00	20,559.54	6,690.46	26.76%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	19,662.59	10.62%	3,245.50	0.00	16,417.09	25.38%	758.00	17,175.09	4,824.91	21.93%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	143,451.29	-10.35%	2,449.76	0.00	141,001.53	-8.46%	772.50	141,774.03	(11,302.23)	-8.69%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	33,058.70	17.35%	587.38	0.00	32,471.32	18.62%	14,826.83	47,298.15	(6,745.61)	-16.86%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	13,045.10	47.82%	1,085.92	0.00	11,959.18	52.16%	523.16	12,482.34	12,725.31	50.50%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	59,337.05	19.81%	2,490.66	0.00	56,846.39	23.18%	13,207.68	70,054.07	8,501.95	11.49%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	304,016.06	19.14%	10,485.31	0.00	293,530.75	21.93%	36,341.95	329,872.70	55,761.52	14.93%

September 1991 unaudited
ER-09REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED September 30, 1991

10-Oct-91
09:48 AM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 (+)	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 9/30/91 (-)	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	37,555.50	24.89%	1,692.81	0.00	35,862.69	28.27%	12,525.69	48,388.38	1,705.12	3.41%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	37,555.50	24.89%	1,692.81	0.00	35,862.69	28.27%	12,525.69	48,388.38	1,705.12	3.41%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,632.50	-7.03%		0.00	9,632.50	-7.03%	0.00	9,632.50	(632.50)	-7.03%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	11,126.71	ERR		0.00	11,126.71	ERR	0.00	11,126.71	(11,126.71)	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	42,631.27	-6.58%	1,114.90	0.00	41,516.37	-3.79%	7,425.08	48,941.45	(8,912.35)	-22.28%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	62,804.58	30.22%	4,751.57	0.00	58,053.01	35.50%	2,440.77	60,493.78	30,731.66	34.15%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	126,195.06	11.75%	5,866.47	0.00	120,328.59	15.85%	9,865.85	130,194.44	14,060.10	9.83%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	1,211,338.81	17.54%	30,906.71	0.00	1,180,432.10	19.64%	82,305.59	1,262,737.69	218,207.07	14.85%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	4,889.81	97.56%	219.95	0.00	4,669.86	97.67%	157.47	4,827.33	199,066.54	99.53%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	38,997.15	38.01%	125.00	0.00	38,872.15	38.26%	44,103.00	74,975.15	(13,016.15)	-26.03%
4405	TELEVISION EQUIPMENT	10,000	104,237	8,776.54	113013.5	90,705.10	12.98%	54.02	0.00	90,651.08	13.03%	10,739.57	101,390.65	11,622.89	11.15%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	374,237	24,629.41	398866.4	126,592.06	66.17%	398.97	0.00	126,193.09	66.28%	55,000.04	181,193.13	217,673.28	58.16%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	840,706.14	45.21%	19,956.81	0.00	820,749.33	46.51%	182,410.78	1,003,160.11	630,025.49	41.06%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	119,357.14	60.21%	637.12	0.00	118,720.02	60.43%	0.00	118,720.02	186,628.78	62.21%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	98,807.85	45.11%	8,734.05	0.00	90,073.80	49.96%	12,228.91	102,302.71	99,859.44	55.48%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	34,708.11	30.58%	317.42	0.00	34,390.69	31.22%	1,274.59	35,665.28	14,569.75	29.14%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	1,093,579.24	47.02%	29,645.40	0.00	1,063,933.84	48.46%	195,914.28	1,259,848.12	931,083.46	45.10%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,438,518	151,279.99	2589797.	1,220,171.30	49.96%	30,044.37	0.00	1,190,126.93	51.19%	250,914.32	1,441,041.25	1,148,756.74	47.11%
	TOTAL EXPENDITURES	9,894,281	9,988,518	169,781.74	10158299	7,015,505.61	29.76%	330,756.45	174,843.99	6,859,593.15	31.33%	356,233.50	7,215,826.65	2,942,473.09	29.46%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,988,712.59)		(190,766.26)	(162,843.99)	(1,960,790.32)		(356,233.50)	(7,215,826.65)	1,370,528.08	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

October 24, 1991)
)
RESOLUTION TO TRANSFER SURPLUS EQUIPMENT) No. 1991-30
TO THE NOBLE COUNTY PUBLIC LIBRARY)
)

WHEREAS, Numerous card catalog cabinets are no longer needed by the Allen County Public Library because of the effects of computerization on library operations, and

WHEREAS, Other public libraries in the state of Indiana still occasionally have need of card catalog cabinets, and

WHEREAS, This library desires to assist these other libraries by making surplus card catalog cabinets available, from time to time, free of charge,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that two card catalog cabinets that are no longer needed by the library (ACPL ID #3902 and #3904) are hereby declared to be surplus equipment and are to be transferred free of charge to the Noble County Public Library.

Adopted this 24th day of October, 1991.

C. Shirley Andrews
President Pro Tempore

Patricia E. Riley
Secretary

SURPLUS EQUIPMENT

ITEM	MAKE/ MODEL	SERIAL NO.	ACPL I.D.#
Adding Machine	Remington 211	2005401	899
Card Catalog			3127
Card Catalog			3128
Card Catalog			3895
Card Catalog			3896
Card Catalog			3897
Card Catalog			3898
Card Catalog			3900
Card Catalog			3901
Card Catalog			3903
Cassette Recorder	Soundwave		897
Copier	Canon 250	JN005214	6482
Monitor	Zenith Omni	AL 491932	
Monitor	Montgomery Wards	16113	875
Projector	Kodak Supermatic 8mm		
Record Player	Califone 1155K		784
Table	Round end table		1412
Typewriter	IBM Selectric	4909302	
Typewriter	IBM	6674481	859
Typewriter	Remington 25	285879	2242
Typewriter	IBM	1244370	3652

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims November 8, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $279,558.46 on November 8, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires				0.00
Payroll				
11/08/91	gross $182,827.32		net	130,723.47
11/08/91	Payroll taxes (electronic transfer)			54,226.87
Accounts Payable Check Batches:				
	(see "Vendor Check History" for detail of total)			
Dated 11/08/91	#42549-42669			93,545.12
Manual Checks(s)	11/01/91	#2954		1,063.00
Less VOIDS:				0.00
Accounts Payable Check Batches Subtotal:				94,608.12
Grand Total			$	279,558.46

Mrs. Riley, Mr. Carmean, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Patricia E Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
November 26, 1991
3:00 p.m. - Tecumseh Branch Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of October 24, 1991, and meeting for approval of claims of November 8, 1991.

4. Financial report for October, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

   a. Compensation and Personnel Committee.

      1. Report of Chairman.

      2. Resolution No. 1991-31, "Resolution to Approve Updated Job Classification."

      3. Resolution No. 1991-32, "Resolution to Approve a Pay Structure for 1992."

      4. Resolution No. 1991-33, "Resolution to Approve the Authorized Staffing Table for 1992."

      5. Approval of Benefits Program for 1992.

   b. Other committee reports.

8. Personnel.

9. Approval of Treasurer's bond.

10. Resolution No. 1991-34, "Resolution to Transfer Appropriations Within the Operating Fund."

11. Appointment of Nominating Committee.

12. Other business.

   a. Resolution No. 1991-35, (Resolution Authorizing Temporary Loans).

   b. Report on bids received for microform equipment.

   C. Resolution No. 1991-36, "Resolution Establishing a Policy on Temporary Employees."

13. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of November 26, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, November 26, 1991, at 3:00 p.m. at Tecumseh branch library. Those present were Mr. Andorfer presiding, Mr. Carmean, Mrs. Riley, Mrs. Koehlinger, Mrs. Gates, Mr. Coleman, and Mr. McMahan.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mrs. Koehlinger, the minutes of the regular meeting of October 24, 1991, and the minutes of the approval of claims of November 8, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for October, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mrs. Gates, the claims were approved for payment.

Wires			$0.00
Payroll			
	11/22/91 gross 183,559.56	net	$131,422.96
	11/22/91 Payroll taxes (electronic transfer)		54,409.96
Accounts Payable Check Batches			
	(See "Vendor Check History" for detail of total)		
	Dated 11/22/91 #42671-42693		35,361.14
	Dated 11/29/91 #42695-42964		330,966.96
	Manual Check (s) 11/15/91 #2955		1,147.00
	Less VOIDS: #40877&41972		(170.14)
	Accounts Payable Check Batches Subtotal:		$367,304.96
Grand Total			$553,137.88

REPORT OF DIRECTOR

The staff Christmas party will be held on Sunday, December 15, at the Botanical Conservatory, 7:00-11:00 p.m. All board members are cordially invited and encouraged to attend.

On November 13 Mr. McMahan, Mr. Carmean, Mr. Krull, Mr. Fortriede, and Mr. Reitenour travelled to Indianapolis to present the library tax appeal case before the Local Government Tax Control Board. After a short hearing, the board unanimously voted to recommend approval of the full appeal amount to the State Board of Tax Commissioners.

Challenges to fiscal autonomy of Indiana's public libraries have surfaced in every session of the General Assembly since 1985. To date, these challenges have been successfully defeated, but every year more legislators seem to align themselves with those who hold that appointed boards should not have authority to levy taxes. Those who espouse this position would change state law to require approval of library budgets and bond issues by an elected fiscal body. In the Allen County Public Library's case, this elected fiscal body would be the Allen County Council.

One strategy that has been proposed to counter the fiscal review proponents is to offer legislation to provide for the local option of an elected library board. This would follow the model of Indiana school law, which provides that appointed school boards may be converted to elected boards if the change is initiated and approved by a stated percentage of local property owners. Appointed school boards have not been included in previous attempts to strip appointed boards of their taxing authority, because it is felt that the law provides a remedy for local taxpayers if they are dissatisfied with an appointed board's performance. Some members of the library community speculate that providing a similar remedy in the library law will satisfy the fiscal control proponents and put the issue to rest. Library boards around the state are being asked to discuss this issue and consider their positions on proposed strategies for dealing with fiscal control legislation, should it be introduced again.

Taxpayers Research Association, which supported our tax appeal request, has joined several other organizations in the state to form CRIPTC, the Committee to Restore Indiana Property Tax Controls. One of the "loopholes" CRIPTC has identified in the current property tax "freeze" is the appeal mechanism available to public libraries. This coalition will bear watching.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of October and the year to date.

COMMITTEE REPORTS

Compensation and Personnel Committee: Mr. Carmean, committee chairman, gave the following report.

Salary Structure Adjustment for 1992

Recommendation - Increase range minimums by 2%, increase range maximums by approximately the same, with some variations pegged to labor market survey. Range maximums affect very few employees at this time since most are at lower end of pay ranges.

Individual Salary Increases for 1992

Recommendation - General pay increase of 4%. A small number of special adjustments to individual salaries to be made on the basis of internal equity and labor market factors. Reclassification of two positions: Lead System Operator, Grade 5 to Systems Supervisor, Grade M4; Community Relations Manager, Grade M6 to Development & Community Relations Manager, Grade M7. Pay for salaried employees should be converted to and expressed in bi-weekly rates, so that hourly and salaried employees are affected equally by the 27 pay periods that fall in 1992. A year with 27 pays occurs every 10-12 years.

Benefits Program

We will have to absorb a 15% increase in our premium in order to maintain current level of coverage with PHP. Current coverage features: no employee deductible on hospitalization or outpatient procedures; $5.00 co-pay for office visits; $5.00 co-pay for prescriptions.

Recommendation - Go with PHP "Plan 600" to save costs. Features of this plan: employee pays 20% of hospital and outpatient procedures up to $2,500.00, then PHP covers 100%. Employees are liable for up to $500.00 out-of-pocket expense for each family member. (Standard 80/20 feature of most indemnity plans). Prescription co-pay and office visit co-pay increase from $5.00 to $10.00. This option holds increase to 1.5%.

Recommendation -To minimize impact of increased cost on employees, library will set up a reserve to reimburse employees up to $500.00 per covered individual for out-of-pocket expense. This will be tracked for employee-paid medical reimbursement program to allow employees to pay medical expenses with pre-tax dollars.

Recommendation - Implement employee assistance program through William C. Weber & Associates, Inc. Estimated annual cost: $4,800.00.

A discussion of the committee's report and recommendations followed. Mrs. Riley stated that she felt there was insufficient time at a single board meeting to digest the volume of material presented. Mr. Andorfer, a member of the committee, stated that the committee had deliberated at considerable length on the issues presented. He agreed, however, that non-committee members were being asked to digest a

great deal with little time for questions and debate. He proposed that in the future the entire board be invited to attend and participate in committee meetings dealing with the important matters of pay scales, benefits, and general pay increases. There was general concurrence with this suggestion.

Following the discussion, Mr. Carmean moved "that the report of the Compensation and Personnel Committee be accepted, and the recommendations contained therein be approved." The motion carried.

Mr. Carmean then introduced a number of resolutions to carry into effect the committee's recommendations. The resolutions introduced were as follows:

Resolution No. 1991-31, "Resolution to Approve Updated Job Classification." The resolution was adopted, and is appended to and made a part of these minutes.

Resolution No. 1991-32, "Resolution to Approve a Pay Structure for 1992." The resolution was adopted, and is appended to and made a part of these minutes.

Resolution No. 1991-33, "Resolution to approve the Authorized Staffing Table for 1992." The resolution was adopted, and is appended to and made a part of these minutes.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:

Karen Jackson	3rd Shift Housekeeper Housekeeping Services	#478	$12,220.08
Belinda Goss	Clerk Business & Technology	#306	$12,974.42
Kimothy Essex	Supervisor Housekeeping Services	#471	$15,910.18
Davis Dreiband	Security Officer Security Services	#523	$12,730.12

Position Reclassifications:

Lead System Operator Grade 5 to Systems Supervisor Grade M4.
Community Relations Manager Grade M6 to Community Relations and Development Manager Grade M 7.

APPROVAL OF TREASURER'S BOND

Mrs. Koehlinger moved, "that the bond for the treasurer, Earl A. Reitenour, be set at $100,000.00, with the premium payable by the library." The motion carried.

TRANSFER OF APPROPRIATIONS

Mr. Carmean moved the adoption of Resolution No. 1991-34, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

APPOINTMENT OF NOMINATING COMMITTEE

Mr. McMahan appointed Mrs. Gates to serve as chair of a Nominating Committee to present a slate of officers for 1992. Other members appointed to serve on the committee were Mr. Coleman and Mr. Carmean.

RESOLUTION AUTHORIZING TEMPORARY LOANS

Mrs. Gates moved the adoption of Resolution No. 1991-35, "Resolution Authorizing Allen County Public Library to Borrow Upon and Make Temporary Loans, etc." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REPORT ON BIDS RECEIVED FOR MICROFORM EQUIPMENT

Mr. Krull presented a report prepared by Curt Witcher, manager of the Historical Genealogy Department, on bids received from vendors to supply microform equipment. A copy of the full report is appended to and made a part of these minutes. Summarizing the report, Mr. Krull recommended that a contract be awarded to Indiana Office Systems, Inc., whose bid of $52,990.00 is the lowest bid and the only bid to include all specified items of equipment. Mrs. Koehlinger moved "that a contract be awarded to Indiana Office Systems, Inc., in the amount of $52,990.00, for the purchase of equipment specified." The motion carried.

RESOLUTION TO ESTABLISH A POLICY ON TEMPORARY EMPLOYEES

Mr. Carmean moved the adoption of Resolution No. 1991-36, "Resolution Establishing a Policy on Temporary Employees." Mrs. Riley moved "that the policy as presented be amended by inserting before the first line in the fourth paragraph the words, 'All temporary employees are covered by the library's Policy on Equal Employment Opportunity and Affirmative Action.'" The motion to amend carried, and the resolution was then adopted as amended. The resolution, as amended, is appended to and made a part of these minutes.

HOLIDAY PAY

Mr. Krull asked the board to consider a change in the library's holiday pay practice. Mr. Andorfer noted that the matter had been discussed briefly by the Compensation and Personnel Committee and, in his opinion, required further study. He moved "that the matter be referred to the Compensation and Personnel Committee." The motion carried.

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 4:15 p.m.

Dean McMotan
President

Patricia E Riley
Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT October 31, 1991

A

							FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	October 31 1991	October 31 1990
ASSETS											
CASH ON DEPOSIT	340,612	14,489	97,137	190	0	31,142	0			483,571	334,834
CASH ON HAND	2,383									2,383	2,203
CASH WITH FISCAL AGENT			220							220	220
INVESTMENTS AT COST	6,885		18,575	35,000	0	0				60,460	400,000
TAXES DUE FROM COUNTY GOVERNMENT	0		0							0	0
ACCRUED INTEREST	0				0	0				0	2,915
DUE FROM OTHER GOVERNMENTS	0		0							0	0
DUE FROM OTHER FUNDS	0		0	0						0	92,608
ACCOUNTS RECEIVABLE	12,000									12,000	12,000
FIXED ASSETS:										0	0
LAND								1,664,769		1,664,769	1,427,900
BUILDINGS & OTHER IMPROVEMENTS								14,613,804		14,613,804	7,912,331
FURNITURE AND EQUIPMENT								7,834,120		7,834,120	5,400,196
AVAILABLE IN DEBT SERVICE FUND									115,712	115,712	160,508
AMT TO BE PROVIDED--RET OF DEBT.									10,424,288	10,424,288	10,869,492
AMT TO BE PROVIDED--VAC PAY LIAB									234,366	234,366	232,671
TOTAL ASSETS	361,881	14,489	115,932	35,190	0	31,142	0	24,112,693	10,774,366	35,445,694	26,847,878
LIABILITIES & FUND EQUITY											
LIABILITIES:											
ACCOUNTS PAYABLE	7	0			0	8,500				8,507	17
TEMPORARY LOANS/FINANCING	900,000									900,000	750,000
ACCRUED WAGES & BENEFITS	182,764								234,366	417,130	386,428
UNREMITTED WITHHOLDINGS	20,552									20,552	17,881
DEPOSITS PAYABLE(Record & Other)	(25)									(25)	3,290
DUE TO OTHER FUNDS	0									0	92,608
LEASES PAYABLE	0								0	0	0
MATURED BONDS PAYABLE	0									0	0
MATURED INTEREST PAYABLE	0		220							220	220
G O BONDS & CAP LEASES PAYABLE	0								10,540,000	10,540,000	11,030,000
TOTAL LIABILITIES	1,103,298	0	220	0	0	8,500	0	0	10,774,366	11,886,384	12,280,444
FUND EQUITY:											
INVESTMENT IN FIXED ASSETS								24,112,693		24,112,693	14,740,427
FUND BALANCES:										0	
RESERVED FOR ENCUMBRANCES	461,968	0	0	0	0	1,790	0	0	0	463,758	891,553
RESERVED FOR PREPAID ITEMS.										0	0
RESTRICTED-SPECIAL REVENUE.		14,489								14,489	9,543
DESIGNATED FOR DEBT SERVICE			115,712		0					115,712	160,508
UNRESERVED	(1,203,385)			35,190	0	20,852	0			(1,147,343)	(1,234,597)
TOTAL FUND EQUITY	(741,418)	14,489	115,712	35,190	0	22,642	0	24,112,693	0	23,559,309	14,567,434
TOTAL LIABILITIES & FUND EQUITY	361,881	14,489	115,932	35,190	0	31,142	0	24,112,693	10,774,366	35,445,694	26,847,878

MODIFIED ACCRUAL
UNAUDITED
October 1991
COMR9110

ALLEN COUNTY PUBLIC LIBRARY
--COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED October 31, 1991

18-Nov-91

B

	GENERAL	SPECIAL REV GIFT	DEBT SERVICE	CAPITAL PROJECTS FUNDS LIRF	AUTOMATION	"89"	TOTALS (MEMORANDUM ONLY) YEAR-TO-DATE Oct 31, 1991	YEAR-TO-DATE Oct 31, 1990
REVENUES:								
AUTO EXCISE TAX	879,744.51		105,187.01				984,931.52	558,658
REAL PROPERTY TAX LEVY	3,441,419.25		411,474.04				3,852,893.29	3,674,186
INTANGIBLES TAX & COIT	674,811.46		121,104.04				795,915.50	419,058
USER FEES	284,903.88						284,903.88	211,861
INTERGOVERNMENTAL REVENUE	159,974.73						159,974.73	140,655
PARKING FEES	106,570.81						106,570.81	142,454
GIFTS & DONATIONS	530.53	12,573.12					13,103.65	13,700
INTEREST	41,120.49				4,039.16	2,944.62	48,104.27	182,743
OTHER REVENUES & PROCEEDS	62,387.89		0.00				62,387.89	48,426
TOTAL REVENUES	5,653,463.55	12,573.12	637,765.09	0.00	4,039.16	2,944.62	6,310,785.54	5,391,733
EXPENDITURES--CURRENT:								
COMPENSATION & BENEFITS	4,772,302.68	0.00					4,772,302.68	4,171,034
SUPPLIES	210,613.59	1,092.17			5,173.14		216,878.90	314,887
PROFESSIONAL SERVICES	38,420.68	5,040.34			69,860.01	5,694.00	119,015.03	526,502
COMMUNICATION & TRANSPORTATION	208,539.63	738.50			0.00		209,278.13	183,523
INSURANCE	91,847.00						91,847.00	99,236
UTILITY SERVICES	433,908.41						433,908.41	333,926
REPAIRS & MAINTENANCE	311,291.13				0.00		311,291.13	207,831
LEASING & MISCELLANEOUS SERVICES	171,252.12	0.00			0.00		171,252.12	153,249
EXPENDITURES--CAPITAL OUTLAY:								
GENERAL FIXED ASSETS	134,173.49	2,774.00			114,438.58	37,727.83	289,113.90	1,738,782
LIBRARY MATERIALS	1,209,355.02	3,211.20			0.00	7,713.76	1,220,279.98	1,566,990
EXPENDITURES--DEBT SERVICE:								
CAPITAL LEASE PAYMENTS			554,817.50				554,817.50	254,233
PRINCIPAL RETIREMENT			490,000.00				490,000.00	460,000
INTEREST CHARGES			208,171.25				208,171.25	239,947
TOTAL EXPENDITURES	7,581,703.75	12,856.21	1,252,988.75	0.00	189,471.73	51,135.59	9,088,156.03	10,250,140
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,928,240.20)	(283.09)	(615,223.66)	0.00	(185,432.57)	(48,190.97)	(2,777,370.49)	(4,858,406)
OTHER FINANCING SOURCES (USES):								
PROCEEDS OF DEBT ISSUES							0.00	0
OPERATING TRANSFERS IN	0.00		0.00	0.00	0.00	0.00	0.00	0
OPERATING TRANSFERS OUT	0.00		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES (USES):	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,928,240.20)	(283.09)	(615,223.66)	0.00	(185,432.57)	(48,190.97)	(2,777,370.49)	(4,858,406)
FUND BALANCES-JANUARY 1,	1,186,822.64	14,772.21	730,935.86	35,189.99	185,432.57	79,333.19	2,232,486.46	4,685,413
FUND BALANCE ADJUSTMENTS FROM JAN 1	0.00	0.00			0.00	0.00	0.00	0
FUND BALANCES-OCT 31 '91	(741,417.56)	14,489.12	115,712.20	35,189.99	0.00	31,142.22	(544,884.03)	(172,993)

October 1991 unaudited
ER-10REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED October 31, 1991

18-Nov-91
05:21 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	REVENUES:													(OVER)/UNDER for REVENUE	
5101	AUTO EXCISE TAX	1,032,859	1,032,859		1032859	879,744.51		0.00		879,744.51				153,114.49	
5102	REAL PROPERTY TAX LEVY	6,758,398	6,758,398		6758398	3,441,419.25		0.00		3,441,419.25				3,316,978.75	
5103	INTANGIBLES TAX	92,984	92,984		92984	80,542.91		33,913.20		46,629.71				46,354.29	
5104	COUNTY INCOME TAX	749,726	749,726		749726	652,856.94		24,675.19		628,181.75				121,544.25	
	TOTAL LOCAL TAX REVENUES	8,633,967	8,633,967	0.00	8633967	5,054,563.61		58,588.39	0.00	4,995,975.22				3,637,991.78	
5201	PHOTOCOPYING FEES	120,000	120,000		120000	132,441.85				132,441.85				(12,441.85)	
5202	EXTENDED USE FEES	130,000	130,000		130000	150,413.14		0.00	0.00	150,413.14				(20,413.14)	
5203	FAX FEES	1,000	1,000		1000	2,048.89				2,048.89				(1,048.89)	
	TOTAL USER FEES	251,000	251,000	0.00	251000	284,903.88	0.00	0.00	0.00	284,903.88				(33,903.88)	
5301	FEDERAL OPERATING GRANTS	0	0		0	53,131.00				53,131.00				(53,131.00)	
5302	STATE OPERATING GRANTS	4,000	4,000		4000	48,180.47				48,180.47				(44,180.47)	
5303	CITY OPERATING GRANTS	0	94,237		94237	128,187.18		69,523.92	0.00	58,663.26				35,573.74	
	TOTAL GRANTS	4,000	98,237	0.00	98237	229,498.65		69,523.92	0.00	159,974.73				(61,737.73)	
5401	PARKING REVENUES-239 W WAYNE	0	0		0	49,900.33				49,900.33				(49,900.33)	
5402	PARKING REVENUES-900 S HARRISON	0	0		0	52,630.88				52,630.88				(52,630.88)	
5403	PARKING REVENUES-236 W WASHINGTON	0	0		0	5,239.60				5,239.60				(5,239.60)	
5404	OTHER PARKING REVENUES	150,000	150,000		150000	800.00		12,000.00	12,000.00	800.00				149,200.00	
	TOTAL PARKING REVENUES	150,000	150,000	0.00	150000	108,570.81		12,000.00	12,000.00	108,570.81				41,429.19	
5501	SERVICE CENTER RENT	0	0		0	0.00				0.00					
5502	OTHER RENTAL INCOME	0	0		0	0.00				0.00				0.00	
5601	UNRESTRICTED GIFTS & DONATIONS	100	100		100	530.53				530.53				(430.53)	
5602	LINCOLN LIFE B.A.S.E.	5,000	5,000		5000	7,484.91				7,484.91				(2,484.91)	
5650	INTEREST	40,000	40,000		40000	41,120.49				41,120.49				(1,120.49)	
5701	ACPL PUBLICATIONS	300	300		300	159.24			0.00	159.24				140.76	
5702	RESEARCH SERVICES	18,000	18,000		18000	11,140.70				11,140.70				6,859.30	
5703	LOST/DAMAGED LIBRARY MATERIALS	12,000	12,000		12000	11,063.37		(122.12)	0.00	11,185.49				814.51	
5704	REFUNDS/DISCOUNTS EARNED	3,200	3,200		3200	5,024.19				5,024.19				(1,824.19)	
5705	INSURANCE CLAIM PAYMENTS	0	0		0	6,139.63				6,139.63				(6,139.63)	
5706	OTHER REVENUES	0	0		0	21,253.73				21,253.73				(21,253.73)	
	TOTAL MISCELLANEOUS REVENUES	33,500	33,500	0.00	33500	54,780.86		(122.12)	0.00	54,902.98				(21,402.98)	
	TOTAL REVENUES	9,117,567	9,211,804	0.00	9211804	5,781,453.74	0.00	139,990.19	12,000.00	5,653,463.55				3,558,340.45	

October 1991 unaudited
ER-10REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED October 31, 1991

18-Nov-91
05:21 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
	EXPENDITURES:														
	** PERSONAL SERVICES **														
1101	SALARIED TIME WORKED	3,760,000	3,760,000		3760000	2,689,077.68	28.48%	158,564.57	120,665.82	2,651,178.93	29.49%		2,651,178.93	1,108,821.07	29.49%
1102	SALARIED OVERTIME	0	0		0	8,340.76	ERR			8,340.76	ERR		8,340.76	(8,340.76)	ERR
1103	SALARIED VACATION	0	0		0	223,114.19	ERR			223,114.19	ERR		223,114.19	(223,114.19)	ERR
1104	SALARIED SICK PAY	0	0		0	62,032.17	ERR			62,032.17	ERR		62,032.17	(62,032.17)	ERR
1105	SALARIED DISABILITY PAY	0	0		0	11,550.71	ERR			11,550.71	ERR		11,550.71	(11,550.71)	ERR
1106	SALARIED HOLIDAY	0	0		0	85,051.73	ERR			85,051.73	ERR		85,051.73	(85,051.73)	ERR
1107	SALARIED JURY DUTY	0	0		0	398.83	ERR			398.83	ERR		398.83	(398.83)	ERR
1108	SALARIED DEATH-IN-FAMILY	0	0		0	5,628.11	ERR			5,628.11	ERR		5,628.11	(5,628.11)	ERR
1109	SALARIED TRAVEL/MEETINGS	0	0		0	41,887.33	ERR			41,887.33	ERR		41,887.33	(41,887.33)	ERR
1110	SALARIED PREMIUM TIME	0	0		0	15,597.03	ERR			15,597.03	ERR		15,597.03	(15,597.03)	ERR
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0		0	0.00				0.00			0.00	0.00	
1112	SALARIED RELOCATION	0	0		0	6,882.87				6,882.87			6,882.87	(6,882.87)	ERR
	TOTAL SALARIES	3,760,000	3,760,000	0.00	3760000	3,149,561.41	16.24%	158,564.57	120,665.82	3,111,662.66	17.24%	0.00	3,111,662.66	648,337.34	17.24%
1201	HOURLY TIME WORKED	1,000,000	1,000,000		1000000	777,768.70	22.22%	39,641.14	36,043.04	774,170.60	22.58%		774,170.60	225,829.40	22.58%
1202	HOURLY OVERTIME	0	0		0	3,100.50	ERR			3,100.50	ERR		3,100.50	(3,100.50)	ERR
1203	HOURLY VACATION	0	0		0	36,830.51	ERR			36,830.51	ERR		36,830.51	(36,830.51)	ERR
1204	HOURLY SICK PAY	0	0		0	3,058.03	ERR			3,058.03	ERR		3,058.03	(3,058.03)	ERR
1205	HOURLY DISABILITY PAY	0	0		0	3,193.75				3,193.75			3,193.75	(3,193.75)	ERR
1206	HOURLY HOLIDAY	0	0		0	20,817.30	ERR			20,817.30	ERR		20,817.30	(20,817.30)	ERR
1207	HOURLY JURY DUTY	0	0		0	31.52	ERR			31.52	ERR		31.52	(31.52)	ERR
1208	HOURLY DEATH-IN-FAMILY	0	0		0	682.53	ERR			682.53	ERR		682.53	(682.53)	ERR
1209	HOURLY TRAVEL/MEETINGS	0	0		0	5,332.16	ERR			5,332.16	ERR		5,332.16	(5,332.16)	ERR
	TOTAL HOURLY WAGES	1,000,000	1,000,000	0.00	1000000	850,815.00	14.92%	39,641.14	36,043.04	847,216.90	15.28%	0.00	847,216.90	152,783.10	15.28%
1301	SUMMER EMPLOYEES- TIME WORKED	160,000	160,000		160000	58,680.33	63.32%			58,680.33	63.32%		58,680.33	101,319.67	63.32%
1302	SUMMER EMPLOYEES-OVERTIME	0	0		0	8.10				8.10			8.10	(8.10)	
1401	SHORT-TERM STAFF TIME WORKED	30,000	30,000		30000	37,956.71	-26.52%			37,956.71	-26.52%		37,956.71	(7,956.71)	-26.52%
1402	SHORT-TERM STAFF OVERTIME	0	0		0	0.00				0.00			0.00	0.00	
	TOTAL SUMMER & SHORT-TERM STAFF	190,000	190,000	0.00	190000	96,645.14	49.13%	0.00	0.00	96,645.14	49.13%	0.00	96,645.14	93,354.86	49.13%
	TOTAL COMPENSATION	4,950,000	4,950,000	0.00	4950000	4,097,021.55	17.23%	198,205.71	156,708.86	4,055,524.70	18.07%	0.00	4,055,524.70	894,475.30	18.07%
1501	EMPLOYER FICA	365,000	365,000		365000	307,626.65	15.72%	15,162.74	11,988.23	304,452.14	16.59%		304,452.14	60,547.86	16.59%
1502	UNEMPLOYMENT REIMBURSEMENT	5,000	5,000		5000	673.87	86.52%			673.87	86.52%		673.87	4,326.13	86.52%
1503	EMPLOYER PERF	155,000	155,000		155000	176,523.15	-13.89%	41,159.94	14,067.27	149,430.48	3.59%		149,430.48	5,569.52	3.59%
1504	GROUP INSURANCE	275,000	275,000		275000	262,221.49	4.65%	0.00		262,221.49	4.65%		262,221.49	12,778.51	4.65%
	TOTAL EMPLOYEE BENEFITS	800,000	800,000	0.00	800000	747,045.16	6.62%	56,322.68	26,055.50	716,777.98	10.40%	0.00	716,777.98	83,222.02	10.40%
P. 2	TOTAL PERSONAL SERVICES	5,750,000	5,750,000	0.00	5750000	4,844,066.71	15.76%	254,528.39	182,764.36	4,772,302.68	17.00%	0.00	4,772,302.68	977,697.32	17.00%

October 1991 unaudited
ER-10REV191

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED October 31, 1991

18-Nov-91
05:21 PM

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
** SUPPLIES **															
2101	OFFICE SUPPLIES	50,000	50,000	20.00	50020	28,014.04	43.97%	1,156.62	0.00	26,857.42	46.29%	6,555.96	33,413.38	16,606.62	33.21%
	TOTAL OFFICE SUPPLIES	50,000	50,000	20.00	50020	28,014.04	43.97%	1,156.62	0.00	26,857.42	46.29%	6,555.96	33,413.38	16,606.62	33.21%
2201	CLEANING SUPPLIES	25,000	25,000	1,496.80	26496.8	20,771.95	16.91%	755.10	0.00	20,016.85	19.93%	62.00	20,078.85	6,417.95	25.67%
2202	VEHICLE FUEL	13,000	13,000	0.00	13000	7,864.26	39.51%	777.07	0.00	7,093.19	45.44%	0.00	7,093.19	5,906.81	45.44%
2203	HEATING OIL	5,000	5,000	1,800.00	6800	1,890.00	62.20%	0.00	0.00	1,890.00	62.20%	0.00	1,890.00	4,910.00	98.20%
2204	COPIER SUPPLIES	50,000	50,000	0.00	50000	38,720.90	22.56%	11,038.21	0.00	27,682.69	44.63%	1,691.00	29,373.69	20,626.31	41.25%
2205	LIBRARY MATERIALS SUPPLIES	40,000	40,000	771.14	40771.14	17,742.55	55.64%	0.00	0.00	17,742.55	55.64%	1,427.18	19,169.73	21,601.41	54.00%
2206	MATERIALS ACCESS SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2207	CRAFT SUPPLIES	5,000	5,000	0.00	5000	3,365.37	32.69%	97.85	0.00	3,267.52	34.65%	62.99	3,330.51	1,669.49	33.39%
2208	OTHER OPERATING SUPPLIES	0	0	0.00	0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
2209	PROGRAMMING SUPPLIES	15,000	15,000	0.00	15000	1,102.64	92.65%	102.07	0.00	1,000.57	93.33%	0.00	1,000.57	13,999.43	93.33%
2210	PRINTING SUPPLIES	40,000	40,000	480.81	40480.81	24,248.33	39.38%	258.95	0.00	23,989.38	40.03%	4,036.96	28,026.34	12,454.47	31.14%
2211	OTHER OPERATING SUPP N.E.C.	60,000	60,000	1,681.68	61681.68	59,488.33	0.85%	893.92	0.00	58,594.41	2.34%	9,362.81	67,957.22	(6,275.54)	-10.46%
	TOTAL OPERATING SUPPLIES	253,000	253,000	6,230.43	259230.4	175,194.33	30.75%	13,923.17	0.00	161,277.16	36.25%	16,642.94	177,920.10	81,310.33	32.14%
2301	MAINTENANCE SUPPLIES	18,000	18,000	283.43	18283.43	19,102.18	-6.12%	113.73	0.00	18,988.45	-5.49%	3,866.29	22,854.74	(4,571.31)	-25.40%
2302	REPAIR PARTS	10,000	10,000	23.13	10023.13	3,574.02	64.26%	83.46	0.00	3,490.56	65.09%	198.00	3,688.56	6,334.57	63.35%
	TOTAL MAINTENANCE SUPPLIES	28,000	28,000	306.56	28306.56	22,676.20	19.01%	197.19	0.00	22,479.01	19.72%	4,064.29	26,543.30	1,763.26	6.30%
	TOTAL SUPPLIES	331,000	331,000	6,556.99	337556.9	225,884.57	31.76%	15,276.98	0.00	210,613.59	36.37%	27,263.19	237,876.78	99,680.21	30.11%

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
**	OTHER SERVICES AND CHARGES **														
3101	CONSULTING	8,000	8,000	600.00	8600	6,700.00	16.25%	0.00	0.00	6,700.00	16.25%	7,950.00	14,650.00	(6,050.00)	-75.63%
3102	ENGINEERING & ARCHITECTURAL	2,000	2,000		2000	1,664.00	16.80%	0.00	0.00	1,664.00	16.80%	0.00	1,664.00	336.00	16.80%
3103	LEGAL SERVICES	4,000	4,000		4000	1,211.10	69.72%	0.00	0.00	1,211.10	69.72%	0.00	1,211.10	2,788.90	69.72%
3104	PROGRAM PRESENTERS	4,000	4,000	25.00	4025	4,320.09	-8.00%	0.00	0.00	4,320.09	-8.00%	75.00	4,395.09	(370.09)	-9.25%
3105	TEMPORARY HELP SERVICES	40,000	40,000		40000	19,079.08	52.30%	2,739.57	0.00	16,339.51	59.15%	0.00	16,339.51	23,660.49	59.15%
3106	OTHER PROFESSIONAL SERVICES	15,000	15,000	337.50	15337.5	8,886.63	40.76%	701.40	0.75	8,185.98	45.43%	2,082.10	10,268.08	5,069.42	33.06%
	TOTAL PROFESSIONAL SERVICES	73,000	73,000	962.50	73962.5	41,860.90	42.66%	3,440.97	0.75	38,420.68	47.37%	10,107.10	48,527.78	25,434.72	34.84%
3201	TELEPHONE SERVICE	95,000	95,000		95000	82,608.71	13.04%	2,000.00	0.00	80,608.71	15.15%	0.00	80,608.71	14,391.29	15.15%
3202	POSTAGE & SHIPPING	70,000	70,000	0.00	70000	84,945.05	-21.35%	428.86	0.00	84,516.19	-20.74%	8,000.00	92,516.19	(22,516.19)	-32.17%
3203	TRAVEL & MEETINGS	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3204	RECRUITING	5,000	5,000		5000	5,724.59	-14.49%	53.90	0.00	5,670.69	-13.41%	0.00	5,670.69	(670.69)	-13.41%
3205	TRAINING & DEVELOPMENT	0	0		0	0.00	ERR	0.00	0.00	0.00	ERR	0.00	0.00	0.00	
3206	TRAVEL AND TRAINING	45,000	45,000	0.00	45000	34,835.75	22.59%	604.22	0.00	34,231.53	23.93%	2,780.00	37,011.53	7,988.47	17.75%
	COMMUNICATION & TRANSPORTATION	215,000	215,000	0.00	215000	208,114.10	3.20%	3,086.98	0.00	205,027.12	4.64%	10,780.00	215,807	(807)	-0.38%
3301	PUBLICATION OF LEGAL NOTICES	1,000	1,000		1000	230.68	76.93%	21.78	0.00	208.90	79.11%	0.00	208.90	791.10	79.11%
3302	OUTSIDE VENDOR PRINTING	5,000	5,000	0.00	5000	3,303.61	33.93%	0.00	0.00	3,303.61	33.93%	0.00	3,303.61	1,696.39	33.93%
	TOTAL PUBLICATION & PRINTING	6,000	6,000	0.00	6000	3,534.29	41.10%	21.78	0.00	3,512.51	41.46%	0.00	3,512.51	2,487.49	41.46%
3401	INSURANCE	115,000	115,000		115000	91,847.00	20.13%	0.00	0.00	91,847.00	20.13%	0.00	91,847.00	23,153.00	20.13%
	TOTAL INSURANCE	115,000	115,000	0.00	115000	91,847.00	20.13%	0.00	0.00	91,847.00	20.13%	0.00	91,847.00	23,153.00	20.13%
3501	NATURAL GAS	130,000	130,000		130000	113,287.70	12.86%	1,399.02	0.00	111,888.68	13.93%	0.00	111,888.68	18,111.32	13.93%
3502	ELECTRICITY	340,000	340,000		340000	303,362.93	10.78%	4,198.36	0.00	299,164.57	12.01%	0.00	299,164.57	40,835.43	12.01%
3503	WATER & SEWER	12,000	12,000		12000	15,055.17	-25.46%	715.01	0.00	14,340.16	-19.50%	0.00	14,340.16	(2,340.16)	-19.50%
3504	TRASH DISPOSAL	9,000	9,000		9000	8,515.00	5.39%	0.00	0.00	8,515.00	5.39%	1,696.00	10,211.00	(1,211.00)	-13.46%
	TOTAL UTILITY SERVICES	491,000	491,000	0.00	491000	440,220.80	10.34%	6,312.39	0.00	433,908.41	11.63%	1,696.00	435,604.41	55,395.59	11.28%
3601	BUILDING REPAIR & MAINTENANCE	60,000	60,000	1,596.21	61596.21	20,563.50	65.73%	367.09	0.00	20,196.41	66.34%	5,973.65	26,170.06	35,426.15	59.04%
3602	HVAC SERVICE	25,000	25,000	2,250.00	27250	19,446.49	22.21%	259.00	0.00	19,187.49	23.25%	5,472.00	24,659.49	2,590.51	10.36%
3603	LANDSCAPING SERVIES	22,000	22,000	0.00	22000	21,054.59	4.30%	3,245.50	0.00	17,809.09	19.05%	486.00	18,295.09	3,704.91	16.84%
3604	COMPUTER MAINTENANCE	130,000	130,000	471.80	130471.8	144,204.49	-10.93%	2,449.76	0.00	141,754.73	-9.04%	240.00	141,994.73	(11,522.93)	-8.86%
3605	COPIER SERVICE	40,000	40,000	552.54	40552.54	36,848.63	7.88%	587.38	0.00	36,261.25	9.35%	11,036.90	47,298.15	(6,745.61)	-16.86%
3606	VEHICLE SERVICE	25,000	25,000	207.65	25207.65	15,159.84	39.36%	1,085.92	0.00	14,073.92	43.70%	748.59	14,822.51	10,385.14	41.54%
3607	OTHER EQUIPMENT SERVICE	74,000	74,000	4,556.02	78556.02	64,498.90	12.84%	2,490.66	0.00	62,008.24	16.21%	10,034.07	72,042.31	6,513.71	8.80%
	TOTAL REPAIRS & MAINTENANCE	376,000	376,000	9,634.22	385634.2	321,776.44	14.42%	10,485.31	0.00	311,291.13	17.21%	33,991.21	345,282.34	40,351.88	10.73%

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR TO DATE ENDED October 31, 1991

5

GL#	CATEGORY	1991 APPROPRIATION SBTC APPROV	1991 APPROPRIATION CURRENT	CARRYOVER ENCUMBRANCES FROM 1990	Total Spending Authority	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 12/31/90 +	ACCRUAL TO CASH ADJUSTMT ACCRUAL @ 10/31/91 -	ACCRUAL BASIS YEAR-TO-DATE ACTUAL	ACCRUAL BASIS PERCENT REMAINING	BUDGET BASIS OPEN ENCUMBRANCES	BUDGET BASIS SPEND. AUTHORI ENCUMBERED	BUDGET BASIS UNENCUMBERED BALANCE	BUDGET BASIS PERCENT REMAINING
3701	REAL ESTATE RENTAL/LEASING	0	0	0.00	0	0.00	ERR		0.00	0.00	ERR	0.00	0.00	0.00	ERR
3702	EQUIPMENT RENTAL/LEASING	50,000	50,000	93.50	50093.5	42,454.91	15.09%	1,692.81	0.00	40,762.10	18.48%	7,780.81	48,542.91	1,550.59	3.10%
	LEASING & RENTALS	50,000	50,000	93.50	50093.5	42,454.91	15.09%	1,692.81	0.00	40,762.10	18.48%	7,780.81	48,542.91	1,550.59	3.10%
3901	DUES & MEMBERSHIPS	9,000	9,000		9000	9,832.50	-9.25%		0.00	9,832.50	-9.25%	0.00	9,832.50	(832.50)	-9.25%
3902	INTEREST ON TEMPORARY LOANS	0	0		0	11,126.71	ERR		0.00	11,126.71	ERR	0.00	11,126.71	(11,126.71)	ERR
3903	TAXES & ASSESSMENTS	4,000	4,000		4000	0.00	100.00%		0.00	0.00	100.00%	0.00	0.00	4,000.00	100.00%
3904	TRANSFER TO LIRF FUND	0	0		0	0.00			0.00	0.00		0.00	0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	40,000	40,000	29.10	40029.1	47,724.82	-19.31%	1,114.90	0.00	46,609.92	-16.52%	5,938.84	52,548.76	(12,519.66)	-31.30%
3906	COMPUTER SERVICES	90,000	90,000	1,225.44	91225.44	67,672.46	24.81%	4,751.57	0.00	62,920.89	30.09%	1,588.04	64,508.93	26,716.51	29.69%
	TOTAL MISCELLANEOUS SERVICES	143,000	143,000	1,254.54	144254.5	136,356.49	4.65%	5,866.47	0.00	130,490.02	8.75%	7,526.88	138,016.90	6,237.64	4.36%
	TOTAL OTHER SERVICES & CHARGES	1,469,000	1,469,000	11,944.76	1480944.	1,286,164.93	12.45%	30,906.71	0.75	1,255,258.97	14.55%	71,882.00	1,327,140.97	153,803.79	10.47%
	*** CAPITAL OUTLAYS ***														
4401	FURNITURE & EQUIPMENT	200,000	200,000	3,893.87	203893.8	5,047.28	97.48%	219.95	0.00	4,827.33	97.59%	10,865.96	15,693.29	188,200.58	94.10%
4403	COMPUTER EQUIPMENT	50,000	50,000	11,959.00	61959	32,201.07	35.60%	125.00	0.00	32,076.07	35.85%	56,675.00	88,751.07	(26,792.07)	-53.58%
4405	TELEVISION EQUIPMENT	10,000	104,237	8,776.54	113013.5	97,324.11	6.63%	54.02	0.00	97,270.09	6.68%	6,904.79	104,174.88	8,838.66	8.48%
4407	VEHICLES	20,000	20,000	0.00	20000	0.00	100.00%	0.00	0.00	0.00	100.00%	0.00	0.00	20,000.00	100.00%
4409	BUILDINGS	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
4411	LAND	0	0	0.00	0	0.00		0.00	0.00	0.00		0.00	0.00	0.00	
	GENERAL FIXED ASSETS	280,000	374,237	24,629.41	398866.4	134,572.46	64.04%	398.97	0.00	134,173.49	64.15%	74,445.75	208,619.24	190,247.17	50.84%
4510	BOOKS	1,534,281	1,534,281	98,904.60	1633185.	962,178.65	37.29%	19,956.81	0.00	942,221.84	38.59%	252,302.59	1,194,524.43	438,661.17	28.59%
4520	PERIODICALS	300,000	300,000	5,348.80	305348.8	127,906.43	57.36%	637.12	0.00	127,269.31	57.58%	1,858.00	129,127.31	176,221.49	58.74%
4530	NON-PRINT MATERIALS	180,000	180,000	22,162.15	202162.1	110,036.29	38.87%	8,734.05	0.00	101,302.24	43.72%	23,112.52	124,414.76	77,747.39	43.19%
4540	ONLINE MATERIALS	50,000	50,000	235.03	50235.03	38,879.05	22.24%	317.42	0.00	38,561.63	22.88%	11,103.65	49,665.28	569.75	1.14%
	TOTAL LIBRARY MATERIALS	2,064,281	2,064,281	126,650.58	2190932	1,239,000.42	39.98%	29,645.40	0.00	1,209,355.02	41.42%	288,376.76	1,497,731.78	693,199.88	33.58%
	TOTAL CAPITAL OUTLAYS	2,344,281	2,438,518	151,279.99	2589797.	1,373,572.88	43.67%	30,044.37	0.00	1,343,528.51	44.90%	362,822.51	1,706,351.02	883,446.97	36.23%
	TOTAL EXPENDITURES	9,894,281	9,988,518	169,781.74	10158299	7,729,689.09	22.61%	330,756.45	182,771.11	7,581,703.75	24.10%	461,967.70	8,043,671.45	2,114,628.29	21.17%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(776,714)	(776,714)	(169,781.74)	(946,496)	(1,948,235.35)		(190,766.26)	(170,771.11)	(1,928,240.20)		(461,967.70)	(8,043,671.45)	1,443,712.16	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 26, 1991)
)
RESOLUTION TO APPROVE) 1991-31
UPDATED JOB CLASSIFICATION)

RESOLVED, By the Board of Library Trustees, Allen County Public Library Allen County, Indiana, that the following job classifications for the Allen County Public Library be, and is hereby approved to become effective January 1, 1992:

Adopted this 26th day of November, 1991.

Alan McMahan
President

Patricia E. Riley
Secretary

ACPL JOB CLASSIFICATION

GRADE	ACPL JOB TITLE
1	TECHNICAL SVCS. CLERK
2	BRANCH SHELVER
	CHECK-IN ATTENDANT
	COURIER
	RECALL CLERK
	SHELVER
	TELEFACSIMILE OPERATOR
	HOUSEKEEPER, 3RD. SHIFT
3	CLERK - BT
	CLERK --YAS
	CONSOLE OPERATOR
	DATA ENTRY CLERK
	FIRST SHIFT HKPR.
	MAIL CLERK
	PAGE - GC
	RS RESERVES CLERK
	SECURITY OFFICER
4	ACQUISTION ASSISTANT
	AMAV CLERK
	BOOK PRESERVATION TECHNICIAN
	BRANCH ASSISTANT
	BRANCH CLERK
	CHILDREN'S SERVICES CLERK
	CHILDREN'S SERVICES PAGE
	CIRCULATION TROUBLESHOOTER
	COMM. RELATIONS CLERK
	DESK ATTENDANT -- CIRC
	DESK ATTENDANT -- AMAV
	FILM INSPECTOR/CLERK
	FINANCIAL SVCS. CLERK
	GC CLERK
	LEAD SECURITY OFFICER
	PERIODICALS ATTENDANT
	PRINT SHOP ASST.
	PRINT SHOP SUPERVISOR
	PRODUCTION ASST.
	PROPERTIES CLERK
	REGISTRATION SPECIALIST
	SECRETARY/RECEPTIONIST
	SWITCHBOARD OPERATOR

	TALKING BOOKS CLERK
	MAINTENANCE TECHNICIAN
5	ADMIN. ASST/OPERATIONS
	BOOKMOBILE LIBRARIAN
	BR ASST. MANAGER
	BR. ASSISTANT/CH. SPEC.
	CHILDREN'S SVCS. ASST.
	CLERK -- RS
	FINANCIAL SVCS. ASST.
	GOV. DOCS. ASST
	MICROTEXT ASSISTANT
	OUTREACH SVCS. SPECIALIST
	OVERDUES COLLECTOR
	PARAPROFESSIONAL CATALOGER
	PROGRAM DIRECTOR
	PURCHASING AGENT
	CATALOGER
6	ADMIN. ASST/DIR.
	AMAV DEPT. ASST. MANAGER
	CS ASSISTANT MANAGER
	COMMUNITY RELATIONS ASSISTANT
	EDUCATION ACCESS COORDINATOR
	GRAPHIC ARTIST
	INTERDEPARTMENTAL LIBRARIAN
	LIBRARIAN I
	LIBRARIAN I/ASST. BR. MANAGER
	PERSONNEL ASSISTANT
	PUBLIC ACCESS COORDINATOR
	SMALL BRANCH MANAGERS (NO MLS)
	YAS DEPT. ASST. MANAGER
7	AMAV ASST. MANAGER
	LG. BRANCH ASST. MANAGER
	LIBRARIAN II
	LIBRARIAN II/CATALOGER
	SUPPLEMENTAL LIBRARIAN
8	ADULT BIBLIOGRAPHER
	BUSINESS SPECIALIST
M1	STORAGE SHIFT LEADER

M2	DESK SHIFT LEADER
M3	HOUSEKEEPING SUPERVISOR
M4	ACQUISITIONS ASST. MANAGER HOUSEKEEPING MANAGER PRINT SHOP MANAGER PROPERTIES ASSISTANT STORAGE SUPERVISOR SYSTEMS SUPERVISOR TV SVC. ASST. MANAGER
M5	GC ASSISTANT MANAGER RS ASSISTANT MANAGER B&T ASST MANAGER SENIOR BUILDING ENGINEER PROCESSING MANAGER VOLUNTEER SVCS. MANAGER
M6	ACQUISITIONS MANAGER AMAV MANAGER B & T DEPT. MANAGER CATALOGING MANAGER CIRCULATION SVCS. MANAGER CS MANAGER GC MANAGER GT BR. MGR/JUV. BIB. LG. BRANCH MANAGER RS MANAGER TELEVISION SVCS. MANAGER YAS MANAGER
M7	BRANCH OPERATIONS MANAGER COMM. REL. & DEV. MANAGER FINANCIAL MANAGER PERSONNEL MANAGER PROPERTIES MANAGER SYSTEMS MANAGER TECHNICAL SERVICES MANAGER
M8	ASSOCIATE DIRECTOR

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 26, 1991)
)
RESOLUTION APPROVING A PAY) 1991-32
STRUCTURE FOR 1992)

RESOLVED, By the Board of Library Trustees, Allen County Public Library Allen County, Indiana, that the following pay structure for the Allen County Public Library be, and is hereby approved to become effective January 1, 1992:

==========

ALLEN COUNTY PUBLIC LIBRARY

1992 NON-MANAGEMENT PAY STRUCTURE

==========

GRADE 1	10,410	16,000
GRADE 2	11,450	17,000
	12,400 *	17,400 *
GRADE 3	12,990	19,300
GRADE 4	14,070	22,200
	17,860 *	26,300 *
GRADE 5	16,220	24,200
	24,480 *	34,000 *
GRADE 6	17,410	26,300
GRADE 7	24,480	34,000
GRADE 8	32,640	44,300

* Special range based on labor market rates rather than job evaluation results for certain positions as specified in job classification.

Resolution No. 1991-32

1992 SUPERVISORY AND MANAGEMENT PAY STRUCTURE

	MINIMUM	MAXIMUM
GRADE M1	13,790	20,600
GRADE M2	15,070	22,700
GRADE M3	16,230	24,300
GRADE M4	20,670	33,000
GRADE M5	26,120	36,100
GRADE M6	30,600	43,300
GRADE M7	35,910	49,400
GRADE M8	40,800	60,000

Adopted this 26th day of November, 1991.

Dean McMahan
President

Patricia E Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 26, 1991	)	
	)	
RESOLUTION TO APPROVE THE	)	No. 1991-33
AUTHORIZED STAFFING TABLE	)	
FOR 1992.	)	

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Authorized Staffing Table, appended hereto, be and is hereby approved, and that the salaries for individual library employees specified therein are to be effective for the calendar year 1992.

Adopted this 26th day of November, 1991.

Dean McMahan
President

Patricia E. Riley
Secretary

AUTHORIZED STAFFING TABLE January, 1992

DEPARTMENT BRANCH	POS. #	JOB TITLE	EMPLOYEE NAME	GRADE	AUTH. HRS.	FTE	1992 BI-WEEKLY
ADMINISTRATIVE	001	DIRECTOR	Krull, J.	M9	40	1	$2,948.08
OFFICE	002	ADMIN ASST	Rust, R.	6	40	1	$816.12
SYSTEMS	003	SYSTEMS MGR.	Stanley, L.	M7	40	1	$1,760.00
	004	LD SYS OPERATOR	Schlatter, C.	M4	40	1	$988.17
	006	CONSOLE OPER.	Havens, T.	3	40	1	$518.98
	005	CONSOLE OPER.	Orthman, M	3	20	0.5	$6.38
	005	CONSOLE OPER.	Linnemeier, J.	3	20	0.5	$6.38
CIRCULATION	440	CIRC SVC MGR	Brooks, R.	M6	40	1	$1,243.34
	445	OVERDUES COLLECT	Barva, A.	5	40	1	$648.30
	446	CIR SHIFT LEADER	Guevara, R.	M2	40	1	$602.09
	452	REG SPECIALIST	Brooks, E.	4	40	1	$690.47
	452	REG SPECIALIST	Loser, R.	4	40	1	$562.22
	457	CIR SHIFT LEADER	Smith, D.D.	M2	40	1	$590.80
	458	CIR SHIFT LEADER	Topp, G.	M2	30	0.75	$7.53
	460	DESK ATTENDANT	Smith, D. Mason	4	33	0.825	$7.04
	460	DESK ATTENDANT	White, J.	4	25	0.625	$7.04
	460	DESK ATTENDANT	Relue, H.	4	20	0.5	$6.90
	460	DESK ATTENDANT	White, M.	4	20	0.5	$7.04
	460	DESK ATTENDANT		4	33	0.825	$6.76
	460	DESK ATTENDANT	Kiwak, B.	4	20	0.5	$7.04
	460	DESK ATTENDANT	Hansen, A.	4	33	0.825	$7.04
	460	DESK ATTENDANT	Porter, M.	4	20	0.5	$7.04
	460	DESK ATTENDANT		4	25	0.625	$6.76
	460	DESK ATTENDANT	Rinehart, M.	4	20	0.5	$7.04
	460	DESK ATTENDANT	Hanks, T.	4	20	0.5	$6.90
	460	DESK ATTENDANT	Schobert, E.	4	20	0.5	$7.04
	460	DESK ATTENDANT		4	5	0.125	$6.76
	469	TROUBLESHOOTER		4	40	1	$541.16
	469	TROUBLESHOOTER	Peters, B.	4	40	1	$541.16
	470	CHECK-IN CLERK	Imel, M.	2	20	0.5	$5.96
	470	CHECK-IN CLERK		2	20	0.5	$5.50
	470	CHECK-IN CLERK	Toenges, S.	2	20	0.5	$5.62
	470	CHECK-IN CLERK		2	20	0.5	$5.50
OPERATIONS-B&B	100	BR OPRATNS MGR	Clegg, M.	M7	40	1	$1,760.00
BOITE	060	LG BR MGR	Hunt, S.	M6	40	1	$1,308.76
	061	LG BR ASST MGR	Braden, M.	7	40	1	$1,000.00
	062	LIBRARIAN II		7	40	1	$941.54
	063	BRANCH ASST	Fisher, K.	4	40	1	$562.22
	064	BRANCH ASST	Ford, J.	4	40	1	$562.22
	065	BRANCH ASST		4	20	0.5	$6.76
	066	BRANCH ASST		4	20	0.5	$6.76
	067	BRANCH ASST	Wihebrink, D.	4	20	0.5	$7.04
	069	BRANCH CLERK	Melton, J.	4	20	0.5	$7.04
DUPONT	080	LG BR MGR	Waggoner, S.	M6	40	1	$1,260.00
	081	LG BR ASST MGR	Sherwin, P.	7	40	1	$1,023.43
	082	LIBRARIAN II	Beckwith, J.	7	40	1	$960.00
	083	BRANCH ASST	Vakerics, L.	4	40	1	$562.22
	084	BRANCH ASST	Shrock, D.	4	40	1	$562.22
	085	BRANCH ASST	Masterson, N.	4	20	0.5	$6.90
	086	BRANCH ASST	Siegel, B.	4	20	0.5	$7.04
	087	BRANCH ASST	Brown, G.	4	20	0.5	$6.90
	089	BR SHELVER	Muller, R.	2	20	0.5	$5.62
GEORGETOWN	110	GT BR MGR/JUV BIB	Witwer, K.	M6	40	1	$1,537.36
	111	LIBRARIAN I - GT	Geistwhite, B.	6	40	1	$816.64
	112	BKM LIBRN	Gaunt, W.	5	40	1	$935.31
	114	LIBR. I/ASST. MGR.	Gordon, D.	6	40	1	$865.96
	115	BR ASST/CH SP	Lauletta, J.	5	40	1	$648.30
	116	BR ASST	Voorhees, E.	4	40	1	$562.22
	117	BR ASST	Voirol, M.	4	32	0.8	$7.04
	119	BR ASST	Meehan, R.	4	28	0.7	$7.04
	120	CLERK	Takle, E.	4	20	0.5	$7.04
	121	BR ASST	Moll, A.	4	20	0.5	$7.04
	122	BR ASST	Lyons, P.	4	20	0.5	$7.04
	123	BR ASST	Fennell, G.	4	20	0.5	$7.13
	124	BR ASST	MacDowell, C.	4	24	0.6	$6.90
	125	BR ASST	Brown, C.	4	20	0.5	$7.05
	126	CLERK	Ferry, L.	4	24	0.6	$7.04
HARLAN	130	HARLAN BR MGR	Tustison, B.	5	40	1	$908.27
	131	BR ASST		4	20	0.5	$6.76
HESSEN CASSEL	140	HC BR MGR	Holmstrom, H.	M6	40	1	$1,260.00
	141	LG BR ASST MGR	Seim, R.	5	40	1	$648.30
	142	BR ASST/CH SP	Monnier, S.	5	40	1	$648.30
	143	BR ASST	Lambert, C.	4	25	0.625	$7.04
	144	CLERK	Bynum, S.	4	20	0.5	$7.04
	145	CLERK	Sprunger, J.	4	20	0.5	$7.04

LITTLE TURTLE	150	LT BR MGR	Stier, R.	M6	40	1	$1,260.00
	159	LG BR ASST MGR	Costich, L.	7	40	1	$960.00
	153	BR ASST	Seifert, M.	4	40	1	$652.06
	154	BR ASST/CH SP	Witwer, K.	5	40	1	$696.62
	155	BR ASST	Tobin, S.	4	20	0.5	$7.31
	156	BR ASST	Barrett, B.	4	36	0.9	$7.33
	157	BR ASST	Murray, N.	4	20	0.5	$7.04
	158	CLERK	Schreiber, T.	4	20	0.5	$7.04
MONROEVILLE	170	MRNVLL BR MGR	Nicklaus, B.	6	40	1	$695.36
	171	BR ASST	Wagner, J.	4	20	0.5	$8.33
NEW HAVEN	180	NH BR MGR	Jeffrey, L.	M6	40	1	$1,260.00
	181	LG BR ASST MGR	Wissman, R.	5	40	1	$726.10
	183	BR ASST/CH SP	Hanefeld, R.	5	30	0.75	$8.12
	184	CLERK	Evans, S.	4	11	0.275	$7.04
	185	BR ASST	Alexander, K.	4	23	0.575	$7.04
	186	BR ASST	McClurg, S.	4	18	0.45	$7.04
PONTIAC	190	PONTIAC BR MGR	Ridley, C.	6	40	1	$877.81
	191	BR ASST/CH SP	Cato, T.	5	40	1	$653.62
SHAWNEE	200	SHAWNEE BR MGR	Lauer, K.	M6	40	1	$1,327.81
	203	LG BR ASST MGR	Mertz, S.	5	40	1	$715.76
	204	BR ASST	Stuckey, L.	4	40	1	$562.22
	205	BR ASST	McKenna, A.	4	25	0.625	$7.48
	206	SHELVER	Bates, A.	2	20	0.5	$5.62
	207	CLERK	Volante, M.F.	4	20	0.5	$7.04
	208	CLERK	Schible, T.	4	20	0.5	$7.04
TECUMSEH	210	TECUMSEH BR MGR	Jones, P.	M6	40	1	$1,260.00
	211	LG BR ASST MGR	Mustin, H.	5	40	1	$726.04
	212	BR ASST/CH SP	Nolot, C.	5	32	0.8	$8.12
	215	BR ASST	Weidman, C.	4	20	0.5	$7.04
	213	BR ASST	Hart, D.	4	20	0.5	$7.04
	214	CLERK	Crick, C.	4	20	0.5	$6.90
WAYNEDALE	220	WAYNEDALE BR MGR	Fisher, Jr., D.	M6	40	1	$1,260.00
	221	LG BR ASST MGR	Hoffman, P.	5	40	1	$679.50
	222	BR ASST/CH SP	Stratton, A.	5	40	1	$648.30
	226	BR ASST	Caldwell, S.	4	12	0.5	$7.04
	223	BR ASST	Baker, P.	4	28	0.7	$7.36
	224	BR ASST	Foland, N.	4	24	0.6	$7.04
	225	SHELVER	Doak, J.	2	10	0.25	$5.62
	225	SHELVER	Harris, L.	2	10	0.25	$5.62
WOODBURN	230	WOODBURN BR MGR	Murphy, G.	6	40	1	$817.66
	231	BR ASST	Koenemann, S.	4	20	0.5	$7.04
FINANCE OFFICE	240	FINANCIAL MGR.	Reitenour, E.	M7	40	1	$1,715.38
	241	FINAN SVCS ASST	Sills, W.	5	40	1	$901.23
	242	FINAN SVCS CLK	Holtzman, R.	4	40	1	$562.22
PERSONNEL OFFICE	250	PERSONNEL MGR.	Holly, C.	M7	40	1	$1,760.00
	251	PERSONNEL ASST	Dunahue, J.	6	40	1	$695.36
	252	VOLUNTEER SVC MGI	Smith, K.	M5	40	1	$1,110.00
	253	SECRTY/RECPT	McIntosh, J.	4	40	1	$589.99
COMM. REL. OFFICE	260	COMM REL MGR	Hackworth, C.	M7	40	1	$1,381.15
	261	GRAPHIC ARTIST	Sanders, J.	6	40	1	$725.90
	263	COMM RELTNS CLK		4	40	1	$541.16
	264	COMM RELTNS ASST	Schinbeckler, M.	6	40	1	$682.41
PRINT SVCS.	265	PRINT SHOP MGR	Rust, D.	M4	40	1	$1,265.30
	266	PR SHOP SUPERVSR	Dennis, C.	4	40	1	$661.06
	267	PR SHOP ASST	Vice, B.	4	40	1	$589.85
OPERATIONS-ML	270	ASSOCIATE DIR	Fortriede, S.	M8	40	1	$2,212.01
	271	ADMIN ASST/OPRTN	Starkey, S.	5	40	1	$648.30
STORAGE	443	STORAGE SPVSR	Hart, D.	M4	40	1	$911.10
	455	STRG SHIFT LEADER	Culbertson, C.	M1	40	1	$551.20
	456	STRG SHIFT LEADER	Krajewski, Jr., N.	M1	40	1	$600.30
	459	SHELVER	Black, B.	2	20	0.5	$5.96
	459	SHELVER	Bates, J.	2	20	0.5	$5.96
	459	SHELVER	Mercik, P.	2	20	0.5	$5.62
	459	SHELVER	Golden, A.	2	20	0.5	$5.97
	459	SHELVER	Wall, K.	2	20	0.5	$5.96
	459	SHELVER	Rigdon, P.	2	20	0.5	$5.62
	459	SHELVER	Favory, K.	2	20	0.5	$5.96
	459	SHELVER	Yonkman, J.	2	20	0.5	$5.96
	459	SHELVER	Creech, C.	2	20	0.5	$5.96
	459	SHELVER	Nolot, M.	2	20	0.5	$5.62
	459	SHELVER	Sholl, N.	2	20	0.5	$5.96
	459	SHELVER	Lantz, D.	2	20	0.5	$5.96
	459	SHELVER	Huss, M.	2	20	0.5	$5.62
	459	SHELVER		2	20	0.5	$5.50

	459	SHELVER	Koch, C.	2	20	0.5	$5.62
	459	SHELVER	Lass, L.	2	20	0.5	$5.62
	459	SHELVER	Ward, L.	2	20	0.5	$5.62
	459	SHELVER	Shively, D.	2	20	0.5	$5.96
	459	SHELVER		2	20	0.5	$5.50
	459	SHELVER		2	20	0.5	$5.50
	459	SHELVER		2	8	0.2	$5.50
ART, MUSIC AUDIO-VISUAL SERVICES	280	AMAV DEPT MGR	Brubaker, R.	M6	40	1	$1,260.00
	281	AMAV ASST MGR	Cohen, J.	7	40	1	$1,000.00
	282	LIBRN II/CAT AMAV	Devine, A.	7	20	0.5	$500.00
	283	LIBRN II - AMAV	Chapman, L.	7	30	0.75	$12.63
	284	AMAV DPT ASST MGR	Motsinger, G.	6	40	1	$893.36
	285	FILM INSPEC/CLK	Webber, G.	4	25	0.625	$7.05
	288	DESK ATTD - AMAV	Martinez, S.	4	25	0.625	$7.04
	288	DESK ATTD - AMAV	Knepper, R.	4	25	0.625	$7.04
	288	DESK ATTD - AMAV	Caparaso, K.	4	25	0.625	$6.90
	288	DESK ATTD - AMAV	Seabolt, J.	4	40	1	$562.22
	290	AMAV CLERK	Vito, K.	4	28	0.7	$7.04
BUSINESS & TECHNOLOGY DEPARTMENT	300	B & T DEPT MGR	Riehm, S.	M6	40	1	$1,260.00
	301	LIBRN I - B&T	Murray, C.	7	40	1	$960.00
	302	LIBRN II - B&T	Ivey, D.	7	40	1	$960.00
	303	LIBRN II - B&T	McHenry, D.	7	40	1	$960.00
	304	GOV DOCS ASST	Conklin, G.	5	40	1	$929.40
	305	B&T ASST MGR	Mungovan, S.	M5	40	1	$1,110.00
	306	B&T CLERK	Goss, B.	3	40	1	$518.98
	307	LIBRN II - B&T	Nahrwold, C.	7	40	1	$1,000.00
	308	PERIOD. ATTD.	Didier, P.	4	20	0.5	$6.90
	309	PERIOD. ATTD.	Young, R.	4	20	0.5	$7.12
	310	PERIOD. ATTD.	Firestine, S.	4	20	0.5	$6.90
	311	LIBRN I - B&T	Pearson, S.	6	40	1	$695.35
	312	LIBRN II - B&T	Mathews, C.	7	40	1	$1,000.00
	313	TELEFAX OPERATOR	Samaras, A.	2	22	0.55	$5.96
	313	TELEFAX OPERATOR	Maddox, M.	2	16	0.4	$5.62
CHILDREN'S SERVICES	320	CS MGR	Temporary	M6	40	1	$1,200.00
	321	CS ASST MGR	Voors, M.	6	40	1	$865.96
	322	LIBRN II - CS	Gall, S.	7	40	1	$960.00
	323	CS ASST	Roembke, J.	5	40	1	$697.03
	324	CS ASST	Logan, M.	5	20	0.5	$8.12
	325	LIBRN I - CS	Brunet, K.	6	40	1	$682.41
	326	CS ASST	Temporary	5	20	0.5	$7.96
	328	CS ASST	Wehr, P.	5	20	0.5	$8.12
	329	CLERK - CS	Oatman, J.	4	20	0.5	$7.04
	327	PAGE - CS	Muncey, D.	4	25	0.625	$7.04
GENEALOGY DEPARTMENT	340	GC DEPT MGR	Witcher, C.	M6	40	1	$1,332.00
	341	GC ASST MGR	Myers, S.	M5	40	1	$1,120.01
	342	LIBRN II - GC	Beatty, J.	7	40	1	$1,009.30
	343	LIBRN I - GC	Bourne, D.	6	40	1	$911.85
	344	LIBRN I - GC	Slater-Putt, D.	6	40	1	$767.71
	345	MICROTEXT ASSIST.	McCord, P.	5	40	1	$704.15
	346	CLERK - GC	Browning, B.	4	40	1	$562.22
	350	MICROTEXT ASSIST.	Chronister, G.	5	40	1	$636.00
	347	PAGE - GC	Hibler, M.	3	40	1	$518.98
	348	PAGE - GC	Kolde, R.	3	40	1	$518.98
	349	PAGE - GC	Brown, M.	3	20	0.5	$6.38
	349	PAGE - GC	Freudenberg, K.	3	20	0.5	$6.38
	349	PAGE - GC	Rigdon, J.	3	20	0.5	$6.50
	349	PAGE - GC	Dougherty, T.	3	29	0.725	$6.50
	349	PAGE - GC	Reynolds, L.	3	20	0.5	$6.38
READERS' SERVICES	360	RS DEPT MGR	Misner, J.	M6	40	1	$1,260.00
	361	RS DPT ASST MGR	Birdseye, K.	M5	40	1	$1,120.01
	362	LIBRN I - RS	Sorg, L.	6	40	1	$735.85
	363	LIBRN II - RS	McCaffery, L.	7	40	1	$1,051.86
	364	OUTREACH SPCLST	Ballard, P.	5	40	1	$863.23
	365	LIBRN II - RS	Rogers, M.	7	40	1	$13.38
	366	LIBRN II - RS	Cecil, J.	7	40	1	$1,000.00
	367	CLERK - TB	Allmandinger, M.	4	40	1	$715.40
	368	LIBRN II - RS	Makris, B.	7	40	1	$1,024.13
	369	LIBRN I - RS	Zilz, C.	6	40	1	$725.90
	371	CLERK - RS	Buschur, S.	5	20	0.5	$8.12
	372	RS RESERVES CLK	Hirschy, S.	3	40	1	$700.53
	370	RECALL CLERK		2	20	0.5	$5.50
	373	CLERK-RS	Howard, M.	3	20	0.5	$7.97
TELEVISION SERVICES	380	TV SVCS MGR	Hayes, R.	M6	40	1	$1,260.00
	381	ASST MGR	Wise, C.	M4	40	1	$825.75
	382	PUB ACC COORD	Mollberg, E.	6	40	1	$832.08
	383	PROGRAM DIR	Manning, S.	5	40	1	$648.30
	384	PRODTN ASST	Machall, E.	4	40	1	$562.22
	385	EDUC. ACC. COORD.	Krill, J.	6	40	1	$726.71
YOUNG ADULT	400	YAS MGR	Henning, B.	M6	40	1	$1,313.19
	401	YAS ASST MGR	Parrish, R.	6	40	1	$973.11

ERVICES	402	LIBRN I - YAS	Collis, E.	6	40	1	$889.90
	403	LIBRN I - YAS	Zych, P.	6	40	1	$735.80
	404	LIBRN I - YAS	Murray, Su.	6	20	0.5	$8.69
	405	CLERK - YAS	Hadi, F.	3	20	0.5	$6.50
PROPERTIES	430	PROPERTY MGR.	Johnson, E.	M7	40	1	$1,665.38
	431	PURCHSG AGENT	Andrews, S.	5	40	1	$891.76
	432	PROPERTIES CLERK	Connin, M.	4	40	1	$567.13
	433	PROPERTIES ASST.	Bock, N.	M4	40	1	$862.00
HOUSEKEEPING	470	HSKP SVC MGR	Dawkins, D.	M4	40	1	$947.55
SERVICES	471	HSKP SUPERVISOR	Essex, K.	M3	40	1	$636.41
SERVICES	472	HSKP SUPERVISOR	Woods, L.	M3	40	1	$636.41
	473	THIRD SHIFT HKPR	Kelsaw, K.	2	40	1	$488.80
	474	THIRD SHIFT HKPR	Blocher, L.	2	40	1	$511.06
	477	THIRD SHIFT HKPR	Harrow, M.	2	40	1	$577.51
	478	THIRD SHIFT HKPR	Oatman, D.	2	25	0.625	$6.12
	478	THIRD SHIFT HKPR	Baker, N.	2	10	0.25	$6.12
	478	THIRD SHIFT HKPR		2	10	0.25	$6.12
	478	THIRD SHIFT HKPR	Jacquay, A.	2	18	0.45	$6.66
	478	THIRD SHIFT HKPR	Jeffery, D.	2	10	0.25	$6.86
	478	THIRD SHIFT HKPR	Buroff, L.	2	40	1	$488.80
	478	THIRD SHIFT HKPR	Moore, B.	2	27	0.675	$6.42
	478	THIRD SHIFT HKPR	Shatzer, T.	2	40	1	$488.80
	478	THIRD SHIFT HKPR	Snyder, D.	2	18	0.45	$6.40
	478	THIRD SHIFT HKPR	Vance, S.	2	12	0.3	$6.74
	478	THIRD SHIFT HKPR	Jackson, K.	2	40	1	$488.80
	478	THIRD SHIFT HKPR		2	16	0.4	$6.12
	480	FIRST SHIFT HKPR	Taylor, T.	3	40	1	$518.98
	481	THIRD SHIFT HKPR	Hummel, B.	2	40	1	$511.06
	473	THIRD SHIFT HKPR	Wallace, S.	2	40	1	$488.80
MAINTENANCE	500	BUILDING ENGINEER	Crick, D.	M5	40	1	$1,024.00
SERVICES	501	MAINTENANCE TECH		4	40	1	$686.93
	502	MAINTENANCE TECH	Easley, D.	4	40	1	$713.60
	504	MAINTENANCE TECH	Hemsoth, R.	4	40	1	$713.60
	503	MAINTENANCE TECH	Vardaman, D.	4	40	1	$732.41
SECURITY	523	SEC OFFICER	Linnemeyer, D.	3	40	1	$901.44
SERVICES	521	SWITCHBOARD OPR	Long, A.	4	40	1	$562.22
	522	SWITCHBOARD OPR	Patterson, A.	4	24	0.6	$7.04
	523	SEC OFFICER	Adams, M.	3	25	0.625	$6.38
	523	SEC OFFICER	Burns, T.	3	20	0.5	$6.50
	523	SEC OFFICER	Ball, W.	3	25	0.625	$6.38
	523	SEC OFFICER	Lane, J.	3	40	1	$509.20
	523	SEC OFFICER	Wendlandt, C.	3	20	0.5	$6.50
	524	SEC LD OFFICER		4	40	1	$541.16
	523	SEC OFFICER	Blume, S.	3	20	0.5	$6.38
	523	SEC OFFICER		3	16.5	0.413	$6.25
	523	SEC OFFICER	Ade, S.	3	40	1	$518.98
	523	SEC OFFICER	Dreiband, D.	3	40	1	$509.20
	523	SEC OFFICER	Smith, K.	3	40	1	$509.20
	523	SEC OFFICER		3	40	1	$499.62
	523	SEC OFFICER		3	20	0.5	$6.25
	444	MAIL CLERK	Porter, P.	3	40	1	$518.98
	454	COURIER	Hesting, C.	2	40	1	$476.74
TECHNICAL SVC	540	TECH SVC MGR	Hartzell, J.	M7	40	1	$1,760.00
CATALOGING	541	CATALOGING MGR	Johnson, N.	M6	40	1	$1,242.31
SERVICES		CATALOGER	Devine, A.	5	20	0.5	$500.00
	542	CATALOGER	Reardon, A.	5	40	1	$1,000.00
	543	CATALOGER	Williams, H.	5	20	0.5	$12.97
	544	CATALOGER	Brooks, E.	5	40	1	$1,000.00
	545	CATALOGER	DeVault, M.	5	40	1	$1,051.86
	546	PARA-CATALOGER	Murphy, B.	5	23.5	0.58	$8.54
ACQUISITION	550	ACQUIS MGR	Druehl, S.	M6	40	1	$1,280.00
SERVICES	551	ACQUIS ASST MGR	Rigdon, S.	M4	40	1	$902.06
	552	ACQUIS ASST	Gengo, K.	4	40	1	$562.22
	553	ACQUIS ASST	Eisenmann, J.	4	40	1	$614.27
	554	ACQUIS ASST	Gabbard, C.	4	40	1	$551.61
	555	ACQUIS ASST	Pfeiffer, S.	4	40	1	$562.22
	556	ACQUIS ASST	Treece, M.	4	40	1	$562.22
	557	ACQUIS ASST	Williams, C.	4	40	1	$591.42
PROCESSING	560	PROCESSING MGR	Patten, D.	M5	40	1	$1,160.01
SERVICES	561	DATA ENTRY CLERK	Peterson, R.	3	40	1	$566.69
	562	DATA ENTRY CLERK	Boshler, J.	3	40	1	$659.08
	563	DATA ENTRY CLERK	Frederick, J.	3	40	1	$585.80
	564	DATA ENTRY CLERK	Alberding, L.	3	40	1	$518.98
	565	DATA ENTRY CLERK	Kenagy, W.	3	40	1	$617.67
	566	DATA ENTRY CLERK	Timinsky, V.	3	40	1	$619.69
	567	DATA ENTRY CLERK	Cain, J.	3	32	0.8	$6.50
	568	DATA ENTRY CLERK	Swank, G.	3	28	0.7	$7.52
	569	TECH SVC CLERK	Bandelier, D.	1	40	1	$592.07
	570	TECH SVC CLERK	Bender, R.	1	40	1	$585.10
	571	DATA ENTRY CLERK	Bour, J.	3	40	1	$509.20

	572	TECH SVC CLERK	Tucker, M.	1	40	1	$588.23
	573	DATA ENTRY CLERK	Lewis, M.	3	40	1	$518.98
	573	DATA ENTRY CLERK	Aldrete, I.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK		3	20	0.5	$6.25
	573	DATA ENTRY CLERK	Pressler, K.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Smith, M.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Wells, A.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Ellerbrock, B.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Peifer, F.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Bickel, M.	3	20	0.5	$6.38
	573	DATA ENTRY CLERK	Weaver, S.	3	20	0.5	$6.38
	574	PRESERV TECH	Schipper, R.	4	40	1	$562.22
OPERATIONS	580	BIBLIOGRAPHER	Seagly, R.	8	40	1	$1,488.48
ML - B&B	581	INTERDEPT LIBRN	Miller, S.	6	40	1	$682.41
	582	B&T SPECIALIST	Dickmeyer, J.	8	40	1	$1,305.93
	583	SUPPLEMENTAL LIB		7	40	1	$941.54
	601	SUMMER STAFF					
	602	TEMPORARY STAFF/ACPL LSCA					
		TOTALS			10274	257	

AGENCY TOTALS:

	HOURS	FTE	WAGES	WAGES/ BENEFITS
ADMIN.SVCS.	80	2.00	101,633.38	114,235.92
SYSTEMS	160	4.00	101,473.55	113,426.40
CIRCULATION	724	18.10	221,919.54	238,697.78
OPERATIONS - B&B	2492	62.50	1,240,015.88	1,380,983.78
ABOITE BR.	280	7.00	107,341.44	119,956.14
DUPONT BR.	280	7.00	145,438.00	162,165.82
GEORGETOWN BR.	448	11.20	220,956.26	245,297.55
HARLAN BR.	60	1.50	24,523.39	27,564.29
HESSEN CASSEL BR.	185	4.63	92,826.41	103,206.48
LITTLE TURTLE BR.	256	6.40	128,759.84	143,669.26
MONROEVILLE BR.	60	1.50	27,438.47	30,429.31
NEW HAVEN	162	4.05	85,333.88	95,010.96
PONTIAC	80	2.00	41,348.64	46,475.87
SHAWNEE	205	5.13	100,562.79	111,597.77
TECUMSEH	172	4.30	88,954.80	98,948.94
WAYNEDALE BR.	194	5.05	99,612.70	110,551.93
WOODBURN BR.	60	1.50	29,399.21	32,696.90
FINANCIAL SVCS.	120	3.00	85,828.59	96,471.34
PERSONNEL SVCS.	120	3.00	82,224.70	92,420.56
VOLUNTEER SVCS.	40	1.00	29,970.06	33,686.35
COMM. RELATIONS	160	4.00	75,315.30	84,654.40
PRINT SVCS.	120	3.00	67,937.31	76,361.54
OPERATIONS - ML	3198	79.95	1,660,279.67	1,850,652.60
STORAGE	528	13.20	158,561.20	173,336.41
AMAV SVCS.	338	8.45	180,204.57	199,305.51
B & T DEPT.	498	12.45	286,871.97	320,865.15
CHILDREN'S SVCS.	305	7.63	160,590.06	178,165.58
GENEALOGY DEPT.	509	12.73	254,645.18	284,489.68
READERS' SVCS.	500	12.50	289,665.40	324,611.64
TELEVISION SVCS.	240	6.00	131,086.94	147,341.73
Y.A.S.	200	5.00	121,425.94	135,732.15
PROPERTIES	1556.5	38.91	584,031.17	652,383.01
TECHNICAL SERVICES	1343.5	33.58	639,428.90	714,562.30
CATALOGING	223.5	5.58	153,364.07	171,244.94
ACQUISITIONS	320	8.00	151,902.69	170,738.62
PROCESSING SVCS.	760	19.00	286,642.14	319,166.26
INTERDIVISIONAL	160	4.00	93,873.97	105,514.34
			4,983,932.03	5,554,050.32

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 26, 1991)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1991-34
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1201 Hourly Time Worked	20,000.00
1401 Short-term Staff Time Worked ...	14,000.00
1503 Employer PERF	23,000.00
1504 Group Insurance	43,000.00
2211 Other Operating Supplies	25,000.00
2301 Maintenance Supplies	8,000.00
3101 Consulting	12,000.00
3104 Program Presenters	1,000.00
3201 Telephone Service	10,000.00
3202 Postage & Shipping	30,000.00
3204 Recruiting	2,000.00

3501 Natural Gas	25,000.00
3502 Electricity	50,000.00
3503 Water & Sewer	5,000.00
3504 Trash Disposal	3,000.00
3604 Computer Maintenance	15,000.00
3605 Copier Service	8,000.00
3901 Dues & Memberships	1,000.00
3902 Interest on Temporary Loans	25,000.00
3905 Materials Conservation Services.	20,000.00
4403 Computer Equipment	75,000.00
Total	$415,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
1301 Summer Time Worked	$100,000.00
2101 Office Supplies	6,000.00
2202 Vehicle Fuel	4,000.00
2203 Heating Oil	3,000.00
2205 Library Materials Supplies	9,000.00
2209 Programming Supplies	11,000.00
2302 Repair Parts	5,000.00
3105 Temporary Help Services	15,000.00
3401 Insurance	20,000.00
3601 Building Repair & Maintenance ..	10,000.00
3606 Vehicle Service	5,000.00
3903 Taxes & Assessments	4,000.00

4401 Furniture & Equipment	125,000.00
4530 Books	98,000.00
Total	$415,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 26th day of November 1991, by the following aye and nay vote.

Aye	Nay

RESOLUTION

1991-35

A RESOLUTION authorizing Allen County Public Library, Allen County, Indiana to borrow upon and make temporary loans to meet current running expenses for the use of the Issuer's Operating Fund, in anticipation of and not in excess of current uncollected and anticipated taxes levied in the year 1991, and collectable in the year 1992; authorizing the issuance of temporary loan tax anticipation warrants to evidence such loans and the sale of such warrants to the Indiana Bond Bank; and appropriating and pledging the taxes to be received in the Operating Fund to the punctual payment of such warrants including the interest thereon.

WHEREAS, the Director (the "Director") of Allen County Public Library, Allen County, Indiana (the "Issuer") has represented and the Board of Trustees (the "Board") of the Issuer now finds that there will be an insufficient amount of moneys in the Operating Fund of the Issuer (the "Fund") to meet the current running expenses of the Issuer payable from the Fund during the fiscal year ending December 31, 1992, and prior to the respective June and December settlement and distribution of taxes levied for the Fund; and

WHEREAS, the Board now finds that an emergency exists for the borrowing of money to pay current running expenses and that temporary loans for the Fund for such purposes should be borrowed upon and made and that temporary loan tax anticipation warrants evidencing such loans should be issued and sold, subject to the terms and conditions set forth herein and in accordance with the provisions of Indiana law; and

WHEREAS, the Board hereby determines to participate in the 1992 Composite Advance Funding Program (the "Program") established by the Indiana Bond Bank (the "Bond Bank") whereby the Bond Bank will purchase the temporary loan tax anticipation warrants of the Issuer; and

WHEREAS, in order to participate in the Program, the Board will be required to issue and sell its temporary loan tax anticipation warrants to the Bond Bank prior to the final certification of the annual budget levy and tax rates for the Fund for fiscal year 1992 by the Indiana State Board of Tax Commissioners; and

WHEREAS, the levy proposed for collection for the Fund in 1992 is estimated to produce in the aggregate, with respect to such Fund, an amount equal to or in excess of the principal and interest cost of making temporary loans for the Fund; and

WHEREAS, a necessity exists to borrow upon and make temporary loans evidenced by temporary loan tax anticipation warrants for the Fund in anticipation of the receipt of current revenues for the Fund actually levied and in the course of collection for the year 1992 and the Board hereby authorizes the borrowing upon and making of temporary loans to procure the amounts necessary, in combination with other available amounts, to meet such current running expenses for the Fund and to pay necessary costs incurred in connection with the issuance and sale of temporary loan tax anticipation warrants to evidence such temporary loans; and

WHEREAS, the Issuer has not previously issued temporary loan tax anticipation warrants payable from 1992 tax revenues with respect to the Fund; and

WHEREAS, the Board seeks to authorize the issuance of such temporary loan tax anticipation warrants with respect to the Fund and the sale of such warrants to the Bond Bank pursuant to the provisions of Indiana Code 5-1.5, subject to and dependent upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA:

Section 1. It is hereby found and declared that an emergency exists for the borrowing of money and therefore the Issuer is hereby authorized to borrow upon and make temporary loans to meet current running expenses pursuant to the provisions of Indiana Code 20-14-3 for the use and benefit of the Fund of the Issuer in anticipation of current tax revenues levied and in the course of collection for the Fund for the year 1992, which loans shall be evidenced by temporary loan tax anticipation warrants of the Issuer (the "Warrants"). Each Warrant shall be dated as of the date of delivery thereof to the Bond Bank. Issuer is hereby authorized to issue a Warrant maturing and payable on June 30, 1992, in a principal amount not to exceed $3,242,230 and a Warrant maturing and payable on December 31, 1992, in a principal amount not to exceed $3,242,230.

The Warrants shall bear interest prior to maturity at a rate or rates per annum not to exceed a maximum of six and one-half percent (6.50%). The exact rate or rates of interest are to be determined under the terms of a warrant purchase agreement between the Bond Bank and the Issuer to be entered into prior to the sale of the Warrants to the Bond Bank (the "Warrant Purchase Agreement"), in accordance with the provisions of Indiana Code 5-1.5. Any Warrant not timely paid will bear interest at a rate or rates after maturity as set forth in the Warrant Purchase Agreement. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

Section 2. The officers of the Issuer are authorized to deliver a principal amount of Warrants up to or less than the maximum amount established for each maturity date in Section 1 hereof in order to comply with all applicable laws and any requirements of the Bond Bank. The Issuer shall not be permitted to prepay the Warrants pursuant to the terms of the Warrant Purchase Agreement. The Warrants will be delivered on or about January 7, 1992, or otherwise as appropriate and in accordance with the terms of the Warrant Purchase Agreement. In the event that the Issuer anticipates incurring cash flow deficits prior to the issuance and sale of the Warrants to the Bond Bank, the Issuer is hereby authorized to issue and sell temporary interim warrants to the Bond Bank on substantially the same terms as the issuance and sale of the Warrants to the Bond Bank, and in such event, all or a portion of the proceeds of the Warrants may be used to repay the temporary interim warrants.

Section 3. There is hereby appropriated and pledged to the payment of the Warrants issued with respect to the Fund, including interest and all necessary costs incurred in connection with the issuance and sale of the Warrants, a sufficient amount of the taxes, levied in 1991, and payable in 1992, for the Fund and in anticipation of which the Warrants are issued, for the punctual payment of the principal of and interest on the Warrants evidencing such temporary loans, together with such issuance costs. Neither the principal amount of all Warrants maturing on or prior to June 30, 1992, nor the principal amount of all Warrants maturing after June 30, 1992, and on or prior to December 31, 1992, shall exceed forty percent (40%) of the annual budget levy for the Fund as estimated or certified by the Indiana State Board of Tax Commissioners. In addition, the total amount of Warrants issued shall not exceed the uncollected and anticipated taxes for 1992.

Section 4. The Warrants issued hereunder with respect to the Fund shall be executed in the name of the Issuer by the manual signature of the President of the Board (the "President") or the Vice President of the Board (the "Vice President"), and the corporate seal of the Issuer affixed thereto and attested by the manual or facsimile signature of the Secretary of the Board (the "Secretary"). All Warrants shall be payable in lawful money of the United States of America at the principal corporate trust office of INB National Bank in Indianapolis, Indiana, as Trustee under the Note Indenture with the Bond Bank, dated as of January 1, 1992. Further, the Warrants shall not be delivered and no payment shall be made therefor prior to January 1, 1992.

Section 5. The Warrants shall be issued in substantially the following form (all blanks, including the appropriate amounts, dates and other information to be properly completed prior to the execution and delivery thereof):

[Form of Warrant]

UNITED STATES OF AMERICA

STATE OF INDIANA COUNTY OF ALLEN

Due Date: [June 30, 1992, or December 31, 1992] $_____

ALLEN COUNTY PUBLIC LIBRARY
ALLEN COUNTY, INDIANA
TEMPORARY LOAN TAX ANTICIPATION WARRANT
(OPERATING FUND)

FOR VALUE RECEIVED, on or before [June 30, 1992, or December 31, 1992] (the "Due Date"), Allen County Public Library of Allen County, Indiana (the "Issuer"), shall pay to the Indiana Bond Bank (the "Bond Bank") the amount of $_____ pursuant to a certain Warrant Purchase Agreement between the Bond Bank and the Issuer, dated as of December ___, 1991 (the "Agreement").

In addition, the Issuer on the Due Date hereof shall pay to the Bond Bank interest at the rate of _____% per annum, with such interest to be on the basis of a 360-day year comprised of twelve 30-day months. Under the Note Indenture dated as of January 1, 1992, INB National Bank, Indianapolis, Indiana, is serving as the Bond Bank's Trustee (the "Trustee"). In the event that the principal of and interest on this Warrant are not paid in full to the Bond Bank at the principal corporate trust office of the Trustee in immediately available funds on or before 12:00 noon (Indianapolis time) on the Due Date, the total amount due and owing on the Due Date (the unpaid principal and accrued interest to the Due Date) shall thereafter bear interest at the per annum rate equal to the Reinvestment Rate (as defined in the Agreement) until paid. In addition, the Issuer shall pay to the Bond Bank its allocable portion of all fees and expenses attributable to a request for payment under the Liquidity Facility Agreement (as defined in the Agreement) resulting from a failure by the Issuer to pay in full the principal of and interest on this Warrant on the Due Date.

All payments of principal and interest to be made by the Issuer to the Bond Bank shall be made by paying the amount due in funds that are available for immediate transfer or investment on or before 12:00 noon (Indianapolis time) on the payment date to the Trustee in Indianapolis, Indiana. This Warrant may not be prepaid prior to the Due Date.

This Warrant evidences a temporary loan to provide funds to meet current expenses of the Operating Fund (the "Fund") and has been authorized by a resolution passed and adopted by the Board of Trustees of Allen County Public Library, Allen County, Indiana, on _____, 1991, in accordance with Indiana Code, Title 20, Article 14, Chapter 3, and all other acts amendatory thereof or supplemental thereto.

This Warrant is issued in anticipation of the tax levy which has been made for the Fund in the year 1991, which tax levy is now in course of collection. There has been irrevocably appropriated and pledged to the payment

in full of the principal of and interest on this Warrant a sufficient amount of the revenues to be derived from the Fund tax levy. The principal amount of all Warrants payable from the Fund does not exceed forty percent (40%) of the 1992 annual budget levy for the Fund as estimated or certified by the Indiana State Board of Tax Commissioners.

It is further hereby certified, recited, and declared that all acts, conditions, and things required by law precedent to the issuance and execution of this Warrant have been properly done, have happened, and have been performed in the manner required by the constitution and statutes of the State of Indiana relating thereto; that the Fund tax levy from which (together with other amounts in the Fund) this Warrant is payable is a valid and legal levy; and that the Issuer will reserve a sufficient amount of the proceeds of the Fund tax levy currently in the course of collection for the timely payment of the principal of and interest on this Warrant in accordance with its terms.

IN WITNESS WHEREOF, Allen County Public Library, Allen County, Indiana, has caused this Warrant to be executed in its corporate name by the President or Vice President of its Board of Trustees, and its corporate seal to be hereunto affixed and attested by the Secretary of its Board of Trustees, all as of the _____ day of January, 1992.

ALLEN COUNTY PUBLIC LIBRARY
ALLEN COUNTY, INDIANA

By: Dean McMahan

Title: President, Board of Trustees

[SEAL]

ATTEST:

Patricia A. E. Riley

Title: Secretary, Board of Trustees

(End of Form of Warrant)

Section 6. The Treasurer of the Board (the "Treasurer") is hereby authorized and directed to have the Warrant prepared, and the President or Vice President and the Secretary are hereby authorized and directed to execute the Warrant in the manner and substantially the form provided in this Resolution.

Section 7. The Treasurer, on behalf of the Issuer, is authorized to sell the Warrant to the Bond Bank. The Warrant Purchase Agreement shall set forth the definitive terms and conditions for such sale. Warrants sold to the Bond Bank shall be accompanied by all documentation required by the Bond Bank pursuant to the provisions of Indiana Code 5-1.5 and the Warrant Purchase Agreement, including without limitation an approving opinion of

Baker & Daniels, specially designated bond counsel for the Warrants; certification and guarantee of signatures; and certification as to no litigation pending as of the date of delivery of the Warrants to the Bond Bank challenging the validity or issuance of the Warrants. The entry by the Issuer into the Warrant Purchase Agreement, and the execution of the Warrant Purchase Agreement, on behalf of the Issuer by the President or Vice President and the Secretary, in accordance with this Resolution, are hereby authorized and approved.

Section 8. The proper officers of the Issuer are hereby authorized to deliver the Warrant to the Bond Bank upon payment from the Bond Bank pursuant to the terms of the Warrant Purchase Agreement.

Section 9. The Treasurer and other appropriate officers of the Issuer are hereby authorized and directed to make such filings and requests, deliver such certifications, execute and deliver such documents and instruments, and otherwise take such actions as are necessary or appropriate to carry out the terms and conditions of this Resolution and the actions authorized hereby and thereby.

Section 10. The Issuer hereby covenants that the Issuer and its officers shall not take any action or fail to take any action with respect to the proceeds of any of the Warrants or any investment earnings thereon which would result in constituting any of the Warrants as "arbitrage bonds" under the Internal Revenue Code of 1986, as amended, and any and all final or proposed regulations or rulings applicable thereto, or which would otherwise cause the interest on any of the Warrants to cease to be excludable from gross income for purposes of federal income taxation; and the Treasurer and all other appropriate officers are hereby authorized and directed to take any and all actions and to make and deliver any and all reports, filings, and certifications as may be necessary or appropriate to evidence, establish, or ensure such continuing exclusion of the interest on the Warrants.

Section 11. This Resolution shall be in full force and effect from and after the time it has been adopted by the Board.

Section 12. All resolutions and ordinances in conflict herewith are, to extent of such conflict, hereby repealed.

Adopted and approved by the Board of Trustees of Allen County Public Library, Allen County, Indiana, this 26 day of November, 1991.

ALLEN COUNTY PUBLIC LIBRARY

President, Board of Trustees

Vice President, Board of Trustees

Secretary, Board of Trustees

Member, Board of Trustees

Member, Board of Trustees

AEKOSNOF\BONDS\WPP\ALLEN\RESOLUTI.ON;we;11/18/91

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

November 26, 1991)
)
RESOLUTION ESTABLISHING A POLICY ON) No. 1991-36
TEMPORARY EMPLOYEES)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following policy on temporary employees be, and the same is hereby established, to become effective immediately upon the adoption of this resolution.

The director is authorized to employ, from time to time, individuals to fill temporarily vacant positions or to accomplish short-term tasks, such as summer work. Temporary staff may be hired by the library directly or may be obtained through temporary employment services. Temporary staff positions are not included in the authorized staffing table. However, an appropriation for temporary staff is included in the annual operating budget.

Temporary employees hired directly by the library or obtained through temporary services usually work for periods ranging from several days to several weeks. Occasionally, because of labor market or other conditions, a temporary employee may work for a considerable length of time, sometimes longer than one year.

Any temporary employee hired directly by the library who works for less than six continuous months is not eligible for benefits. Any temporary employee who works six continuous months or longer will be eligible for all those benefits which accrue to employees in similar authorized full-time or part-time positions. Eligibility for such benefits will begin when the temporary employee has completed six continuous months of service and will continue during the subsequent uninterrupted term of employment. All temporary employees are covered by the library's Policy on Equal Employment Opportunity and Affirmative Action.

This policy shall apply retroactively to any temporary employee who is employed at the time of adoption of the policy.

Adopted this 26th day of November, 1991.

Dean Me Mahan
President

Patricia E Riley
Secretary

PRESENTATION OF DATA REGARDING BIDS

Prepared by: Curt B. Witcher

Bid Opening Date: November 22, 1991

Data Presentation Date: November 25

Companies Presenting Bids: (1) Bel
673
For
Age

(2) Inc
P.
For
Age

(3) PBI
12
For
Age

Comparative Data

Spec. No.	Qty	Item
1	2	Storage cabinet microfilm
2	4	Storage cabinet microfilm w/overfile
3	4	Storage cabinet microfiche
4	2	Microform reader/printer
5	1	Microfiche reader/printer
6	6	Microfilm reader
7	5	Microfiche reader

PRESENTATION OF DATA REGARDING BIDS ON MICROTEXT EQUIPMENT

Prepared by: Curt B. Witcher

Bid Opening Date: November 22, 1991

Data Presentation Date: November 25, 1991

Companies Presenting Bids:

(1) Bell & Howell Information Management Group
6732 East State Street
Fort Wayne, IN 46815
Agent: Casey L. Speer
800-824-0814

(2) Indiana Office Systems, Inc.
P. O. Box 80250
Fort Wayne, IN 46898-0250
Agent: L. E. Coffee, Jr.
219-484-7731

(3) PBI on the Landing
126 West Columbia Street
Fort Wayne, IN 46802
Agent: Randy Elliott
219-423-3482

Comparative Data

Spec. No.	Qty	Item	Mfg/Model Bid	Unit Price (1)	Unit Price (2)	Unit Price (3)	Extended Price (1)	Extended Price (2)	Extended Price (3)	Met Bid Specs (1)	Met Bid Specs (2)	Met Bid Specs (3)
1	2	Storage cabinet microfilm	(1) Bell & Howell 10 Drawer Film Cabinet (2) Russ Bassett R-12 (3) Russ Bassett R-12	$1,875.00	$1,620.00	$1,257.65	$3,750.00	$3,240.00	$2,515.30	NO See Notes A-1 & B-1	YES	YES
2	4	Storage cabinet microfilm w/overfile	(1) NO BID (2) Russ Bassett R-11/A-05 * (3) Russ Bassett R-11/RO-5	---	$2,780.00	$2,218.53	---	$11,120.00	$8,874.12	---	YES	YES
3	4	Storage cabinet microfiche	(1) Bell & Howell 10 Drawer Fiche Cabinet (2) Russ Bassett F-10 (3) Russ Bassett F-10	$1,725.00	$1,550.00	$1,158.82	$6,900.00	$6,200.00	$4,635.28	NO See Note A-1	YES	YES
4	2	Microform reader/printer	(1) NO BID (3) NO BID (2) Minolta 606Z	---	$11,147.00	---	---	$22,294.00	---	---	YES	---
5	1	Microfiche reader/printer	(1) NO BID (3) NO BID (2) Canon PC80	---	$6,430.00	---	---	$6,430.00	---	---	YES	---
6	6	Microfilm reader	(1) NO BID (3) NO BID (2) NMI 2020	---	$1,719.00	---	---	$10,314.00	---	---	YES	---
7	5	Microfiche reader	(1) Bell & Howell R730 Reader (2) Micron 785 (3) NO BID	$369.00	$350.00	---	$1,845.00	$1,750.00	---	YES	YES	---

	Bidder 1	Bidder 2	Bidder 3
Anticipated delivery time	30-45 days	30 days	6 weeks/ 30-45 da
Package Discount	0	$8358.00	0

NOTES NOTES NOTES NOTES NOTES NOTES NOTES

A-1: Cabinets do not have built-in interlock

B-1: Cabinets do not have mechanism for maintaining space for removed 16mm and 35mm microfilm.

* : Same as RO-5.

ANALYSIS:

Since Bidder (2) is the lowest or only bid for the readers and printers, and they are the only bidder who provided a package discount, the most economical way for ACPL to acquire the stated items would be to purchase all from Bidder (2) [Specs 1-3 from Bidder 3 ($16,024.70) + Specs 4-7 from Bidder 2 ($40,788.00) = $56,812.70 which is > $52,990.00.]

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Approval of Claims December 10, 1991

The Board of Library Trustees of the Allen County Public Library approved claims in the amount of $308,773.45 on December 10, 1991. The director certified that the claims, summarized below and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief.

Wires			0.00
Payroll			
12/06/91	gross $185,869.58	net	132,781.37
12/06/91	Payroll taxes (electronic transfer)		55,016.85
Accounts Payable Check Batches:			
	(see "Vendor Check History" for detail of total)		
Dated 12/06/91	#42966-42971		32,508.09
Dated 12/10/91	#42973-43116		88,467.14
Manual Checks(s)			0.00
Less VOIDS:			0.00
Accounts Payable Check Batches Subtotal:			120,975.23
Grand Total		$	308,773.45

Mrs. Riley, Mr. Carmean, Mr. Andorfer, and Mrs. Koehlinger approved and signed the register of claims as presented by the director.

Patricia E. Riley
Secretary

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 30, 1991
3:00 p.m. - Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of minutes - regular meeting of November 28, 1991, and meeting for approval of claims of December 10, 1991.

4. Financial report for November, 1991.

5. Approval of claims.

6. Report of director.

7. Committee reports.

   a. Nominating committee
   b. Other committee reports.

8. Personnel.

9. Resolution No. 1991-37, "Resolution Recognizing Rae Gates for Distinguished Service to the Allen County Public Library."

10. Resolution No. 1991-38, "Resolution to Transfer Appropriations Within the Operating Fund."

11. Resolution No. 1991-39, "Resolution to Request an Advance on Taxes Collected for Distribution to the Allen County Public Library."

12. Resolution No. 1991-40, "Resolution to Publish Notice to Taxpayers on Proposed Additional Appropriations."

13. Conflict of Interest Disclosure Statement.

14. Support for Northeast Indiana Radio Reading Service (NEIRRS).

15. Proposed holiday and closing schedule for 1992.

16. Other business.

17. Adjournment.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

Meeting of December 30, 1991, in Regular Session

The Board of Library Trustees of the Allen County Public Library met in regular session on Monday, December 30, 1991, at 3:00 p.m. at Tecumseh branch library. Those present were Mr. McMahan presiding, Mr. Carmean, Mrs. Riley, Mrs. Koehlinger, Mrs. Gates, Mr. Coleman, and Mr. Andorfer.

On motion of Mrs. Koehlinger, the agenda was adopted as presented.

APPROVAL OF MINUTES

On motion of Mr. Carmean, the minutes of the regular meeting of November 26, 1991, and the minutes of the approval of claims of December 10, 1991, were approved.

FINANCIAL REPORT

On motion of Mr. Carmean, the financial report for November, 1991, as presented by Mr. Reitenour, was approved. A copy of this report is appended to and made a part of these minutes.

APPROVAL OF CLAIMS

Mr. Krull certified that the claims summarized below, and more particularly described in the register of claims filed in the office of the treasurer, were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Carmean, the claims were approved for payment.

Wires	12/31/91	P&I of temporary warrants		$1,310,212.33
	Payroll			
		12/20/91 gross 183,569.59	net	131,138.33
		12/20/91 Payroll taxes (elect. transfer)		53,990.47
Accounts Payable Check Batches				
		(See "Vendor Check History" for detail of total)		
		Dated 12/20/91	#43118-43130	40,770.06
		Dated 12/30/91	#43132-43468	426,456.02
		Manual Check (s)		0.00
		Less VOIDS: #41055,41887		(25,739.86)
Accounts Payable Check Batches Subtotal:				441,486.22
	Grand Total			$1,936,827.35

REPORT OF DIRECTOR

The annual report of OCLC Online Computer Library Center featured a two-page color photo taken in the library's Fred J. Reynolds Historical Genealogy Department. The Allen County Public Library served as a test site for OCLC's newest service, called FirstSearch. FirstSearch offers library patrons direct access to the OCLC online union catalog, which contains more than 400 million holdings records for OCLC member libraries all over the world.

Library employees contributed $12,264.00 to the 1992 United Way campaign. Contributions to the 1991 campaign totalled $11,257.00. Joyce Misner, manager of the Readers' Services Department, chaired the campaign for the library and did an excellent job, assisted by many fine staff volunteers.

Dial-in access to the library's online catalog is being tested by the staff of the Systems Office. When testing is completed and policies and procedures are established, patrons will have access to the library's catalog from home computers. Opportunities for cooperative arrangements with area school libraries will also be available.

The October, 1991, issue of Antiques and Collecting carried an article on the Shipshewana flea market that included an account of a side trip to the Allen County Public Library's Historical Genealogy Department.

Mr. Krull called on Mr. Fortriede for a report on service statistics for the month of November and the year to date.

REPORT OF NOMINATING COMMITTEE

Mr. Carmean, chairman of the Nominating Committee, reported the following slate of officers for 1992: President, Mr. Andorfer; Vice President, Mr. Coleman; Secretary, Mrs. Koehlinger; Treasurer, Mr. Reitenour. Mr. McMahan called for nominations from the floor. No further nominations were presented. Mr. Carmean moved "that nominations be closed, and that the secretary be directed to cast a unanimous ballot for the slate presented." The motion carried.

PERSONNEL

On motion of Mr. Carmean, the following personnel actions were approved:

Appointments:			'92 bi-weekly
Jean Deitle	Assistant Community Relations	#264	$669.62
Daryl Shrock	Branch Assistant Business & Technology	#116	562.22

RESOLUTION RECOGNIZING RAE GATES FOR DISTINGUISHED SERVICE

Mrs. Koehlinger moved the adoption of Resolution No. 1991-37, "Resolution Recognizing Rae Gates for Distinguished Service to the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

TRANSFER OF APPROPRIATIONS - OPERATING FUND

Mr. Carmean moved the adoption of Resolution No. 1991-38, "Resolution to Transfer Appropriations Within the Operating Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

REQUEST FOR ADVANCE ON TAXES

Mrs. Koehlinger moved the adoption of Resolution No. 1991-39, "Resolution to Request an Advance on Taxes Collected for Distribution to the Allen County Public Library." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Mr. Carmean moved the adoption of Resolution No. 1991-40, "Resolution to Publish Notice to Taxpayers of Proposed Additional Appropriations." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

CONFLICT OF INTEREST DISCLOSURE

The director presented a conflict of interest disclosure statement for the board's information and approval. Steve Myers, assistant manager of the Genealogy Department, represents several publishers whose books the library wishes to purchase. By purchasing the books through Mr. Myers the library will realize the best discount. On motion of Mr. Coleman the conflict of interest disclosure statement was approved as submitted, and will be filed with the proper officials according to law.

NORTHEAST INDIANA RADIO READING SERVICE

The Northeast Indiana Radio Reading Service uses volunteers to read the local newspaper to visually disabled people over a special radio signal. NEIRRS for many years has occupied space in the Little Turtle branch library free of charge. The organization has experienced financial difficulties but with new leadership expects to achieve a firmer financial base. NEIRRS officials have requested additional assistance from the library in carrying out their mission of serving visually disabled readers. The board expressed unanimous support for the work NEIRRS is

doing, and confidence in its new executive director, Reid Chapman. Mrs. Koehlinger moved, "that the library support NEIRRS for one year by paying for utilities and telephone, and providing photocopying and printing up to a total of $2,000.00 in 1992, and that the support arrangement be reviewed annually by the board." The motion carried.

1992 HOLIDAY CLOSINGS

On motion of Mr. Coleman the following schedule of holidays and closings for 1992 was adopted:

P	January 1	Wednesday	New Years Day
P	February 22	Saturday	Washington's Birthday (floating Holiday to be taken before Sept. 7, '92)
	April 17	Friday	Good Friday (11:30 a.m.-3:00 p.m.)
	April 19	Sunday	Easter
P	May 25	Monday	Memorial Day
P	July 3	Friday	Independence Day
	July 4	Saturday	
P	September 7	Monday	Labor Day
P	November 26	Thursday	Thanksgiving Day
P	December 24	Thursday	Christmas Eve Day
P	December 25	Friday	Christmas Day

(P indicates paid holiday)

ADJOURNMENT

There being no further business to come before the board, the meeting adjourned at 3:45 p.m.

C Philip Andrews
President

Sean McMeekan
Secretary Pro Tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1991)
)
RESOLUTION RECOGNIZING RAE GATES FOR)
HER DISTINGUISHED SERVICE TO THE) No. 1991-37
ALLEN COUNTY PUBLIC LIBRARY)

WHEREAS, Rae Gates has served with distinction and dedication as a member of the Board of Library Trustees since 1979, and

WHEREAS, She has provided distinguished leadership for the library as president, vice president, and secretary of the board, and as chair of numerous board committees during her terms as a trustee, and

WHEREAS, Her wisdom, humor, and good sense have earned for her the respect, admiration, and deep affection of her fellow trustees, now, therefore,

BE IT RESOLVED, By the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that we do hereby proudly and publicly recognize our colleague and friend, Rae Gates, for her outstanding service to the library and to her community throughout her tenure on the board, 1979-1991.

Adopted and signed this 30th day of December, 1991, by the Board of Library Trustees at Fort Wayne, Allen County, Indiana.

Dean McNeilan

Charles Carmean

Mary M. Kiehlinger

C. Shelby Andrews

Charles E. Colerman

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1991)
)
A RESOLUTION TO TRANSFER APPROPRIATIONS) No. 1991-38
WITHIN THE OPERATING FUND)

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
2205 Library Materials Supplies.....	2,000.00
3503 Water & Sewer.....	3,000.00
4401 Furniture & Equipment.....	17,000.00
4540 Online Materials.....	8,000.00
Total.....	$30,000.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REDUCED
2210 Printing Supplies.....	$ 2,000.00
4403 Computer Equipment.....	20,000.00
4530 Non-print Materials.....	8,000.00
Total.....	$30,000.00

Resolution No. 1991-38

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of December, by the following aye and nay vote.

Aye	Nay
Patricia E. Riley	
Dean McMahan	
Mary M. Zoellinger	
C. Craig Anderson	
[illegible]	
Lee Dale	
Charles E. Coleman	

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1991	)	
	)	
RESOLUTION TO REQUEST AN ADVANCE ON TAX	)	No. 1991-39
MONEY COLLECTED FOR DISTRIBUTION TO THE	)	
ALLEN COUNTY PUBLIC LIBRARY.	)	

WHEREAS, IC 5-12-1-5 gives municipal corporations the power to request an advance on tax money collected for distribution to the various units within the county,

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that a request is hereby to be made to the Auditor and Treasurer of Allen County for an advance on tax money collected for distribution to the Allen County Public Library.

Adopted this 30th day of December, 1991.

Dean McMahan
President

Patricia E Riley
Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1991

RESOLUTION TO PUBLISH NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS	)	No. 1991-40

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Proposed Additional Appropriations is hereby ordered to be published according to law.

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 3:00 o'clock p.m. on the day of January 23, 1992, will consider the following additional appropriations in excess of the budget for the current year.

LIBRARY AUTOMATION FUND	AMOUNT APPROPRIATED
2211 Operating Supplies	$ 17,050.00
4403 Television Equipment	$ 68,509.00

These appropriations are made from additional receipts.

Taxpayers appearing at such meeting shall have the right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Allen County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Adopted this 30th day of December, 1991

Dean McMahan
President

Patricia E. Riley
Secretary

HECKMAN
BINDERY INC.
SEP 93
N. MANCHESTER,
INDIANA 46962